

Community Participation Manager – Fixed term / 18 months from start date

Closing date: 9am on Monday 22nd April

Interviews will be held on: Thursday 2nd or Friday 3rd May

Bradford district's year of culture is set to deliver more than 1,000 new performances and events, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate, and enthusiastic people. We have an exciting opportunity for a Community Participation Manager to join our growing team.

Reporting to the Director of Creative Engagement & Participation, you'll be helping to ensure creative opportunities are district wide. We are looking for someone adept at planning, project managing, commissioning and delivering high-quality creative engagement and participation programmes with communities. You will be working with creative and community partners and artists to achieve breadth and depth. You will be experienced at maximising impact by developing popular and accessible programmes that have clear aims and are welcoming and well-communicated across the Bradford District.

If you have exemplar experience of developing and managing creative community engagement and participation programmes that are people-led and that communities are enthused, inspired and upskilled by, then we would love to hear from you.

Key responsibilities:

- To identify and maximise pre-existing Community Engagement and Participation opportunities within the programme and to develop and manage these programmes
- To spot gaps and opportunities for Community Engagement and Participation and address this so that we are working equitably across the district with both communities of locality and interest
- To work with partners and team members to build a local picture of communities to inform organisational decisions about our creative engagement and participation activity to ensure we have geographic reach, work with diverse populations and to ensure we work with communities less represented in mainstream definitions of culture to maximise impact
- To ensure we listen to and learn from communities to inform our plans and communicate regularly and effectively with communities and participants
- To manage projects and their budgets effectively
- To manage people including our Community Participation Organiser and a range of freelancers and delivery partners
- To ensure quality control measures are in place when working with partners and freelancers as well as ensuring a culture of support for practitioners and partners
- To remove barriers to access so that we can work with people who wouldn't currently define themselves as regularly engaging with culture (this could look like experience of working in/ with working class communities or the global majority)
- To be a Safeguarding Champion and ensure that appropriate safeguarding systems are in place, shared and adhered to
- To work with the Audiences team to ensure that Community Participation is understood and promoted

- To work with the Evaluation team in the monitoring and evaluation of the project to ensure it is meeting its objectives
- To work with the Heritage Project Manager and other Heritage Project staff to build and deliver programmes that tell, record and celebrate Bradfords' Heritage

Key responsibilities:

Essential:

- At least 5 x years experience in developing and delivering awe-inspiring creative programmes that centre on creative participation opportunities and/or community engagement.
- Experience in working with partners and artists to plan and deliver cultural and/or heritage projects in, for and with communities and possesses strategies to ensure quality control of programmes that partners are delivering
- Experience in project managing (from initial concept through to delivery and evaluation) and well as experience of building and managing project budgets
- Demonstrable experience of managing teams (including staff and creative freelancers) and managing delivery partners. Highly collaborative with excellent communication and teamworking skills
- Excellent communication skills and ability to work with a range of stakeholders
- Experience at planning programmes that widen access and considers barriers to engagement
- Passionate about the positive impact culture and heritage can have on communities and the ability to advocate for the role of culture to a range of stakeholders

Desirable:

- Previously worked as part of a safeguarding team
- In addition to English, communicates using one of the 4 other languages most widely spoken in the district (Urdu, Panjabi, Bengali or Polish), or BSL
- Knowledge of the Bradford District, Yorkshire and UK cultural infrastructure
- Experience of using project management systems
- Knowledge / practice in the social model of disability
- Enthusiasm for training, mentoring and support of emerging talent

Benefits include:

- £38,000 salary
- 37 hours per week worked flexibly Monday to Friday, predominantly office based (City Centre location)
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

We expect everyone in our team to:

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We take the safeguarding of children, young people and adults at risk seriously, and we're committed to processes of safer recruitment. This role will involve working with children and young people so we will require an enhanced DBS check to be carried out as part of the recruitment process.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.

To apply for the role please submit a copy of your CV and a covering letter (no more than two sides of A4) to Recruitment@bradford2025.co.uk. Please ensure your CV and covering letter demonstrate clearly how your skills and experience meet the requirements of the role.