



# **BRADFORD 2025**

## UK City of Culture

**Engagement Producer– Fixed term /till 31<sup>st</sup> December 2025**

**Closing date: 9am on Monday 1<sup>st</sup> July**

**Interviews will be held on: 10<sup>th</sup>/ 11<sup>TH</sup> / 12<sup>th</sup> July**

**For this position we would also welcome applications from people who would prefer to work part-time (2-3 days a week) – please make this clear on your application**

Bradford 2025 is the company created to deliver the Bradford district's year of culture. A hugely exciting time for the Bradford district, we're set to deliver more than 1,000 new performances and events. It's an opportunity for us to about bring a new side of Bradford to the world.

To do this we need a team of dedicated, passionate, and enthusiastic people and have a fantastic opportunity for an Engagement Producer to join our growing team.

Reporting to the Director of Creative Engagement and Participation you'll be helping to ensure creative opportunities are district wide. We are looking for someone who is adept at developing and delivering high-quality creative engagement and participation programmes with communities and/ or, in/with learning settings. You will be skilled at developing ideas with creatives that widen participation, able to build budgets and working cross departmentally. You will be working with artists and facilitators and community partners and/ or learning settings to achieve breadth and depth of engagement. 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.

You will work on multiple projects including those being produced by Bradford 2025 or co-produced with a range of partners into delivery. The scope of projects might include ensuring there are plans for co-creation within early stages with communities, developing multi-level engagement plans with partners for a site-specific movement piece, developing schools engagement programmes or developing a large scale participatory music performance with multiple community partners.

If you produce projects with participation and engagement at their heart that people are enthused, inspired and upskilled by then we would love to hear from you

### **Key responsibilities:**

The Engagement Producer will:

- Develop creative engagement plans and deliver them working with Artists, Partners and the BD2025 team
- Work with the wider 2025 team to ensure engagement programme plans are rigorous and developed to a high standard
- Manage engagement budgets for specific programmes



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- Work with our team to ensure you consider safeguarding and access and inclusion through each stage of the project and become a Safeguarding Champion within the organisation
- Identify and develop potential project partners and recruit further delivery team members where appropriate
- Work with our team to ensure engagement programmes are monitored and evaluated appropriately and within our project sign-up systems and processes
- Line- manage facilitators, assistants, trainees and volunteers
- Develop participant call out opportunities and sign-ups
- Ensure all engagement opportunities are safe, welcoming and clear
- Work with our team to ensure we have geographic reach across Bradford District and work with diverse communities with the aim of ensuring culture is more accessible and visible to people where they are and that we broaden the perception of cultural activity
- helping remove barriers to access so that we can work with people who wouldn't currently define themselves as regularly engaging with culture
- To ensure we listen to and learn from communities / learning partners to inform our plans and communicate regularly and effectively with them
- 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 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

### **You will have:**

#### **Essential:**

- Experience in producing creative programmes for, by and with children and young people or communities/ non-professionals
- Experience in developing positive partnerships with artists and community partners or learning partners
- Ability to communicate effectively with a range of stakeholders (could include teachers, senior leaders, creative practitioners)
- Experience in project managing (from initial concept through to delivery and evaluation) and well as experience of building and managing project budgets
- Pro-active, solution driven and organised
- Demonstrable experience of managing freelancers and a range of partners
- Adept at co-ordinating schedules and logistical planning
- Excellent written and verbal communication skills
- Dynamic and takes initiative to improve systems and structures to make them more efficient
- Skilled at identifying barriers to engagement and a proactive problem- solver
- Passionate about access to culture for children, young people and communities

#### **Desirable:**



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- Experience of working with or in the education sector with some knowledge of the challenges and opportunities that working in schools present. This could include experience of working with Early Years settings, home school settings and supplementary faith-based settings such as Madrassas
- Experience of setting up and using spreadsheets
- Knowledge of Data Protection regulations
- Experience of developing Heritage projects
- Previously worked as part of a safeguarding team or has strong safeguarding knowledge
- 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.



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- 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. Therefore any application of a candidate of a Global Majority background that meets the essential criteria will automatically be invited to interview. Please indicate your background information at the top of your CV/covering letter.

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. We welcome applications from candidates who may have previously applied.

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](mailto:Recruitment@bradford2025.co.uk). Please ensure your CV and covering letter demonstrate clearly how your skills and experience meet the requirements of the role.