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**Engagement Programme Coordinator**

**Closing date for applications: 9:00am Monday 9 December**

**Interviews to be held: Tuesday 17 December**

**Fixed term till March 2026**

**Annual salary of £27,000**

37 hours per week worked flexibly Monday to Friday with occasional evenings and weekends Predominantly office (city centre) and community centre based

25 days holiday, plus bank holidays

Contributory pension scheme with 5% employer contribution

Bradford 2025 UK City of Culture (Bradford 2025) runs from January 2025 to December 2025 and is a celebration of Bradford city and district, taking place across its city, towns, villages and greenspaces. It will showcase the rich history of the area and spotlight its dynamic contemporary culture in all forms, dance and theatre, music and film, visual arts and crafts, food and sport.

The City of Culture designation has already brought significant investment to the region and been a catalyst for development. It is set to have a lifelong impact through its reshaping of the local curriculum, skills and training programmes, investment in existing and new creative spaces, and open up opportunities for cultural participation.

To do this we have an exciting opportunity for an Engagement Programme Coordinator to join the team.

Reporting to the Engagement Programme Producer, you will help us to organise and support a team of around 30 freelancers to deliver a district-wide programme of socially engaged creative practice in communities and deliver exciting arts and culture projects.

You’ll be ensuring our creative community engagement programme is efficiently and effectively organised and resourced. We’re looking for a people-person, with an excellent eye for detail, a love of systems and logistics, and experience of working with budgets and collating reports.

**Key responsibilities:**

* To support the delivery of a year- long programme of creative residencies leading to small-scale outputs co-created with local people across all areas of the Bradford district.
* To support the creation of systems and procedures to help streamline administrative tasks and assist the management of paperwork and record keeping.
* To arrange and minute meetings for the programme including regular Working Group and Steering Group meetings.
* To utilise our project management system to help effective information sharing across teams.
* To support the management of logistics, schedules, and budgets for the programme, in the planning & delivery stages, whilst maintaining high standards of safety, accessibility, and sustainability
* To work with Bradford 2025 finance and procurement systems, policies and procedures to resource project activity, including: sourcing and distributing materials; setting up freelancers and suppliers on the system; raising purchase orders: recording expenditure on budget tracking spreadsheets; etc.
* To ensure all freelancers have the necessary DBS checks, statutory Safeguarding Training and Public Liability Insurance in place.
* To liaise with the team of freelancers to ensure all activity has the correct Safeguarding and Risk Assessments in place.
* To support the co-ordination of our freelancers training programme (with our training delivery partner)
* To ensure that monitoring and evaluation collection systems are in place, that data and project information is collated in the correct place and is shared appropriately and is kept up to date.
* To liaise with the Audiences team regarding the creation of templates, copy, images, digital support and content.
* To attend and contribute to programme review, sharing events and meetings.
* To be a point of contact for the freelance team and for enquiries about the programme.
* To uphold Bradford 2025's commitment to diversity, inclusion, and sustainability in all aspects of the role
* Any other duties and responsibilities appropriate to the commission.

**You will have:**

**Essential criteria:**

* Exceptional administrative skills with very strong attention to detail and some proven track record of project planning and monitoring/ evaluation
* Experience of working with finance and procurement procedures and policies.
* Excellent written and oral communication skills.
* Excellent working knowledge of IT – including spreadsheets and adaptable to working with new systems and processes.
* Takes initiative to develop new and improve existing systems and processes
* Ability to work effectively under pressure and adapt to changing priorities in a dynamic environment.
* Good problem-solving skills
* Understanding of and commitment to safety, inclusion, diversity, and sustainability practices.
* Excellent team collaboration abilities, with experience managing relationships with a wide range of stakeholders.
* Willingness to work some evenings and weekends if required.

**Additional Assets:**

It would be great if you also have:

* Personal and/or professional knowledge of Bradford District
* In addition to English, the ability to communicate using one of the 4 other languages most widely spoken in the district (Urdu, Panjabi, Bengali or Polish), or BSL
* Experience of working in a similar role in the arts and culture sector

**Benefits include:**

* Annual salary up to £27,000 dependent upon previous experience
* 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 2025, its values, the benefits it brings to the Bradford District and to funders and supporters.
* Create a positive working environment, underpinned by our values.
* Act as an ambassador for Bradford 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.

Bradford 2025 takes the safeguarding of children, young people and adults at risk seriously and is committed to processes of safer recruitment. This role may involve contact with children, young people and adults at risk and their personal data. We will require two references and for a basic 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 this role please send a copy of your CV along with a covering letter of no more than two sides of A4 to** [**recruitment@bradford2025.co.uk**](mailto:recruitment@bradford2025.co.uk)

**PLEASE NOTE:**

Your covering letter is an important part of your application. Please read through the ESSENTIAL CRITERIA (listed above) and ensure that your letter clearly sets out one or more examples of how you meet each of the essential criteria. Also tell us if you have any of the ADDITIONAL ASSETS.