



TRIGGER

## Job Application Pack Community Engagement Manager and Co-Ordinator

If you need this pack in a different format please contact our Finance & Operations Manager on [natalieskidmore@triggerstuff.co.uk](mailto:natalieskidmore@triggerstuff.co.uk) or phone **0117 403 4260** Tuesday - Thursday between 9am and 5pm.



Trigger are seeking a Community Engagement Manager and Co-Ordinator to lead the development and delivery of our engagement programme. You will champion access to creative participation for local children, young people, local creatives and refugees and asylum seekers living in rural North Somerset.

Trigger have supported Asylum Seekers and Refugees with a creative programme of work since 2022. The Community Engagement Manager and Co-Ordinator will manage and deliver this project. Your main focus of work will be 'Humanity Hotel' a project supporting the wellbeing of 100 local asylum seekers and refugees housed in temporary accommodation, through a co-designed programme of creative workshops, creative trips out and skills training.

Representing Trigger within our local community, you will enjoy meeting new people, co-designing projects with community members and working closely with local partners, artists, workshop facilitators, support groups and charities. Due to the outreach requirements of the role and the rural areas of North Somerset where we work, a driving license and access to a car is essential. Ideally you have experience working in the community, with vulnerable adults and / or in the arts.

## THE ROLE

### RESPONSIBLE TO

Co-Directors

### RESPONSIBLE FOR

Freelance Artists, Workshop Facilitators and Volunteers

## KEY RESPONSIBILITIES

### Programme & Producing

- Lead on the engagement strategy for Trigger proactively supporting the Co-Directors to develop the community engagement and participation aspects of Trigger's creative programme.
- Lead and manage Trigger's engagement strategy and programme to ensure delivery meets expectations and agreed targets.
- Lead and manage the delivery of the Humanity Hotel project including project management & producing, outreach, volunteer management, partnership development and fundraising to ensure project meets expectations of funder and agreed targets.
- Work in partnership with other departments (marketing, communications, producing, finance) to ensure effective and efficient programme delivery.
- To identify and approach local partners, artists, organisations to expand and deliver the strategy.
- Project manage the engagement programme, including budgeting, scheduling, project teams ensuring a particular focus on realistic deliverables.
- Develop and maintain databases to support project delivery including community partners, artists, volunteers etc.
- Working with the Finance & Operations Manager, negotiate and oversee delivery of contracts including partners, facilitators, evaluators, workshop leaders and volunteers.
- Manage and deliver clear communication with project teams and support the planning and delivery of the project events, workshops and programme.
- Ensure that all freelance project teams including workshop facilitators are properly inducted and managed.
- Oversee and ensure all permissions, licensing, risk assessments, insurance, DBS checks, safeguarding, policies and processes are in place for all the engagement programme, working closely with the Executive Director and Finance & Operations Manager.
- Create schedules and itineraries for project teams and book any travel and accommodation as required for project delivery and management of volunteer stipends.
- Working with the Creative Director to ensure creative aspects of the programme are aligned to Trigger mission & creative vision.
- Attend and lead project team meetings as required and report to Team on current project progress at Company Meetings.
- To lead on the development and implementation of the legacy of the Humanity Hotel project.
- Co-design and implement training programme for the Humanity Hotel project with local Refugee & Asylum Seeker community.
- Co-design steering group for Humanity Hotel project with residents & deliver the programme.
- Maintain existing and establish new partnerships to support the programme including cultural partners and community led organisations.

### Fundraising

- Act as the lead contact for the National Lottery Community Fund and manage all reporting and monitoring required, working closely with the Finance & Operations Manager.
- Lead on reporting to funders, in collaboration with the Finance and Operations Manager, on a monthly, quarterly and annual basis.
- Identify opportunities for fundraising and income generation according to the placemaking and community engagement strategy and associated budget targets.

- To develop and write bids towards projects, maximising the company's charitable status through Trusts & Foundations.
- Work to maximise Individual Giving, Corporate Sponsorship and any other income generation opportunities around the projects you are delivering.

#### Audience Development & Evaluation

- Lead on the development & delivery of the evaluation strategy and reporting framework for Humanity Hotel project.
- Ensure sustainability criteria are met where possible, across all areas of project planning and delivery.
- Working with Marketing and Comms Manager to deliver evaluation and participant feedback at project events and workshops.
- Support the Assistant Producer to complete environmental reporting on Julie's Bicycle IG Tools as required for your projects.
- Champion the improvement of access across the organisation, with a clear understanding of barriers to under-represented groups and lead on identifying opportunities for recruitment partnerships to lead on diversity initiatives.

#### Marketing & Communications

- Work collaboratively with the Marketing & Communications Manager to develop marketing and communication plans and assets.
- Contribute and engage with the marketing and communications plans for each project.
- Work collaboratively with the Marketing & Communications Manager to ensure all marketing materials reflect the agreed arrangements with partners, project teams, and artists.
- Lead on access strategy for the wider community, such as translating marketing materials, gathering informed consent from Refugees & asylum seekers with regards to marketing materials and documentation.

#### Financial

- Create, manage and maintain project budgets, ensuring projects are delivered in budget, income is maximised, and expenditure is tightly controlled, working closely with the Directors and the Finance and Operations Manager.
- Working with Finance and Operations Manager to reconcile budgets and track costs throughout delivery.
- Ensure cashflows and project budgets are always up to date, working with the assistance of the Finance & Operations team.

#### Operations & HR

- Lead on the development of Trigger's engagement strategy and policies including safeguarding, access, placemaking, equality, diversity and inclusion.
- Draft deliverables and deal memos for contracts for project teams, working closely with the Finance & Operations team and Executive Director.
- To play an active part in development, promotion, and implementation of company policies (including sustainability, safeguarding, health & safety, equality, and staff handbook).
- Inspire the company's staff and promote best practice and equality of opportunity.
- Act as Designated Safeguarding Officer for the organisation.

#### General

- Full participation in company activity, meetings, and processes. Attendance to regular Trigger and industry events.
- To act, at all times in the best interests of Trigger and be an enthusiastic advocate of Trigger and have a thorough understanding of the company's mission, vision and aims.
- Any other duties as required by the company in order to fulfil its objective.

- Support in cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant

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### PERSON SPECIFICATION

You will be passionate about participation in creative practice for everyone. Be a proactive advocate for access and inclusion initiatives and familiar with current policy to reduce barriers to arts for under-represented groups. You will be approachable and experienced initiating outreach and co-creating with different community groups including young people, children and the refugee and asylum seeker community. You will have excellent project management skills and thrive on collaboration to deliver projects.



### Skills & Attributes

- IT skills and proficiency with Microsoft Office, Google Docs
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent time management and the ability to work well under pressure and to tight deadlines
- Ability to work collaboratively across different teams, partners and community groups, proactively managing stakeholder relationships
- Resilient and able to adapt and respond to changing circumstances, working through challenges methodically and practically.
- The willingness and dedication to learn new skills as required
- Willingness to share ideas, resources and information with others
- A keen interest in the arts and community engagement

### Desirable Knowledge & Experience

- At least 3 years' experience as a similar role working in community outreach
- Experience of managing budgets
- Experience co-designing projects with under-represented communities
- Proven track record maintaining successful partnership relationships.
- Knowledge of best practice and policy development for access, inclusion, diversity and safeguarding.

- Experience of implementing access & inclusion strategies to remove barriers to participation
- Experience of implementing evaluation frameworks into projects and collecting and analysing data to influence future projects and legacy
- Proven ability to deal with multiple work-streams and manage a range of conflicting deadlines.
- Ability to remain calm under pressure and work through challenges
- Ability to work collaboratively as part of a team
- Full driver's license and access to a car

### SUMMARY OF TERMS – TRIGGER COMMUNITY ENGAGEMENT MANAGER

SALARY:	£40,000pa pro-rata 4 days per week actual £32,000pa
CONTRACT:	4 days per week. Fixed term 2 years.
ANNUAL LEAVE:	20 days holiday + bank holidays at pro-rata equivalent of 25 days
PENSION:	3% employer contribution
WORKING HOURS:	32 hours per week. Can be flexible with working days and hours. Due to the nature of the role, some evening or weekend work may be required and Trigger offer a TOIL policy.
PLACE OF WORK:	Core office days Tues – Thurs at The Old Post Office, High Street, Blagdon, North Somerset, BS40 7RA. Out-reach across North Somerset required.

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### BENEFITS

Trigger believes in developing a culture at work that offers flexibility to ensure employees have opportunities to enjoy a good work/life balance to maintain their wellbeing and create a positive impact on their work. This includes the following benefits:

- Idyllic rural location in the Mendip Hills in North Somerset.
- Generous flexible working policy and family policy including remote working - open to discussion and tailoring to needs of successful candidate.
- Hybrid working arrangements available.
- Annual training & career development budget.
- IT – laptop & mobile phone provided.

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### ABOUT TRIGGER

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent.

Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

We are motivated by social and ethical issues, we explore often taboo or difficult issues in light, fun and joyful ways. We care more about the impact of the work on the audience than we do about fitting into a particular art form.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the village of Blagdon in The Old Post Office, North Somerset.

Registered Charity Number: 1194328

[www.triggerstuff.co.uk](http://www.triggerstuff.co.uk)

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### HOW TO APPLY

To apply for the position, please provide the following information by **9am Wednesday 30<sup>th</sup> October 2024**:

- A comprehensive CV detailing your education and work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form available [here](#)

**Please note any applications received without a covering letter will not be considered.**

Please submit your application by email with 'Community Engagement Manager Application' in the subject line to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

We accept applications in video and or sound files – please email your files with 'Community Engagement Manager Application' in the subject line to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

Successful applicants will be asked to provide 2 referees. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

### RECRUITMENT TIMELINE

Application Deadline: 9am Wednesday 30<sup>th</sup> October 2024

### Interviews

First round: Monday 4<sup>th</sup> November 2024 – online via Microsoft Teams. Please do let us know within your application if you are not available on this day for an interview.

Second round: Thursday 7<sup>th</sup> November 2024 – in person at our office in Blagdon, travel expenses will be reimbursed.

### EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Additional - flexible working will be considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will only be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.