

STORY OF YEOVIL

Freelance Engagement Coordinator



Yeovil Art Space has been awarded £96,403 from The National Lottery Heritage Fund to carry out a new community arts and heritage project on behalf of the **Yeovil Art and Heritage Working Group** - a formal partnership between **Yeovil Art Space, Yeovil Town Council, South Somerset District Council, Yeovil's Virtual Museum, EPS Yeovil and Yeovil Press**, supported by the **Somerset South West Heritage Trust**.

Working with the **University of the West of England Regional History Centre**, and a number of local organisations, groups and schools, **STORY OF YEOVIL** will bring a programme of events, talks, educational resources, displays, workshops and publications to Yeovil residents and visitors from further afield in the next 18 months until March 2024. Information: www.yeovilartspace.uk/storyofyeovil

We are looking for enthusiastic, passionate and self-motivated individuals to join us to deliver this exciting project. The **Engagement Coordinator** will be working closely with our Engagement Director and Yeovil Art Action Group members, playing a key role to support us to engage with schools and communities across the programme.

TO APPLY: Email the following to Zoe Li, Project Director storyofyeovil@yeovilartspace.uk by **6 December, 2022 5pm**

Send your CV and a letter (no more than 1 page, 12 size font) to include:

1. Why are you interested in this position?
2. What can you contribute to the project?
3. Any support that you need for this role?
4. Name and contact details of 2 references.
5. Do you hold a DBS Enhanced certificate?
6. When will you be available to take up the post?
7. Your availability on the 12 December 2022 for an interview in person at Yeovil Art Space.

Successful candidates will be appointed subject to DBS Enhanced check and references. We welcome applications from anyone from any background. Yeovil Art Space is a Female-led organisation and our members are from diverse backgrounds. Please contact us if you wish to discuss the application before applying. Our contact is info@yeovilartspace.uk

Job Title: Engagement Coordinator

Responsible to: Engagement Director

Hours/Days: 72 days (Flexible hrs)

Salary: £100/day x 7 hrs/day (Freelance contract)

Contract Duration: subject to availability - 30 March 2024

Roles & Responsibilities

- To support the Engagement Director to coordinate all aspects of the engagement activities, working in collaboration with the project team, partners and community.
- To become immersed in the community, conduct conversation and work with volunteers, heritage experts, archival material and community members.
- To work closely with Yeovil Art Action Group to actively engage and coordinate community groups, local participants, heritage experts, schools, and wider project partners as required.
- Coordinate the school programme, including resources, teachers training, guided tour and workshops.
- To support event management, manage the delivery plan to include technical requirements, and risk assessments are in place. Coordinate all elements in allocating with engagement workshops, with community and schools.
- To work closely with the communication manager, to ensure excellent visibility of all engagement activities to a wide variety of audiences, including via social media.
- To co-ordinate the documentation of events, exhibitions and engagement activities through live documentation (video, still photography, etc).
- To assist the Engagement Director with the evaluation of project outcomes.
- To ensure that all engagement details are collected and stored and all documentation and archive materials collated as appropriate at the end of a project.
- Access to training on diversity, GDPR, health & Safety, safeguarding and mentoring from Engagement Director

Personal specification

Criteria	Essential	Desirable
Qualification Training & Education	Undergraduate degree With related subject of art, English, sociology, heritage, history or equivalent 2 years working experience in education and/or community development	
Experience	A strong track record of working with people from diverse backgrounds Experience in coordinating events and projects in education and learning settings Proven experience on social media marketing	Proven ability to engage with residents within deprived neighbourhood A good knowledge of cultural and art education. Experience working in art and museum sector
Skills, Aptitudes & Abilities	Strong skills in problem solving Collaborative, working with a wide range of partners and groups. Proven ability to work within a team environment. Outstanding written and verbal communication and interpersonal skills	Demonstrable knowledge of marketing, communications and audience development Ability to inspire and motivate others and have experience of advocating for art and culture in the broader sector.
Personal Qualities & Attributes	Commitment to deliver quality and access to the activities. A genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts	

	<p>and culture.</p> <p>Friendly and ability to work and communicate with a wide range of partners, professionals and audiences.</p> <p>A tactful and diplomatic approach to conflict resolution</p> <p>Resilience and responsiveness to the changing external environment.</p> <p>Open and honest to communicate with team members and partners with challenges and difficulties in positive ways.</p> <p>Ability to take the initiative and a strong sense of accountability</p>	
Working Arrangements	<p>Flexible working hrs, based in Yeovil Art Space</p> <p>Prepared to be flexible to meet the demands of the role.</p> <p>Required to work in weekends and evening if necessary</p>	Living within 15 miles of Yeovil Town Centre