



## **PARTICIPATION CO-ORDINATOR**

### **JOB DESCRIPTION**

#### **Job Purpose:**

Canterbury Festival produces an annual two-week international Arts Festival in October and works year-round with young people and communities through projects which introduce them to the creative industries, develop new skills and talents, and foster enjoyment of the arts.

This role focuses on embedding the festival and its activities in local schools and communities, with the aim of reaching different, diverse and younger audiences. The post-holder will be responsible for developing and delivering a range of projects throughout the year, and during the two weeks of the annual Festival, through new and existing frameworks such as Made in Kent, ensuring that both local communities and children and young people are involved and engaged in the Festival's work.

The post-holder will also be expected to lead on fundraising bids to support this work, raising in the region of £25,000 per year.

This post requires a confident and experienced applicant, who – with a significant degree of autonomy – will enjoy shaping and developing this important aspect of the Festival's work for the future.

**Reports to:** Festival Director

#### **Key Duties:**

##### **Administration & Planning**

- Take responsibility for the development, overall management and delivery of the Participation Strategy comprising new and existing activities, within an agreed budget.
- Maintain an up-to-date database for schools and educational institutions across the county and inform them of relevant opportunities.
- Identify potential funding and sponsorship opportunities and collaborate closely with Development colleagues on writing fundraising bids and grant applications.
- Build upon the Festival's strong relationship with key stakeholders including Canterbury Christ Church University, the University of Kent, schools, and community organisations, by identifying strategic partnership opportunities which encourage engagement and support learning objectives.
- Seek out opportunities for collaborative work with other arts organisations

- Design a range of “wraparound events” for the Festival programme including pre or post show discussions and workshops.
- Contribute to the overall Festival strategy and planning, advocating for the role of children and young people as audiences and participants and developing the Festival’s role as a year-round arts organisation.
- Implement relevant policies and procedures
- To work within available budgets and to seek to deliver cost efficiency in all aspects of the project delivery and management
- Any other duties as required by the Festival Director and Board

### **Delivery**

- Deliver all aspects of the Made in Kent talent development framework
- LINK projects, working with local community groups and artists
- Design and manage Opening Day free participatory activities
- Co-ordinate the Young Musicians’ Bursary auditions and final concert
- Deliver workshops as required, and liaise with artists delivering workshops to ensure best practice
- Work with Science Communication students on the Science strand of events within the Festival
- Deliver lectures to local universities throughout the year, as invited
- Create teaching resources to facilitate school engagement with the Festival programme
- Co-ordinate the CCCU Assistant Stage Manager scheme in conjunction with lecturers and the Stage Manager
- To manage work experience opportunities as they arise

### **Evaluation**

- To report regularly to the Board about participatory activity, and what has been achieved against set targets
- Monitor and evaluate projects for reporting purposes, contributing to written reports with quantitative and qualitative data
- Maintain an accurate archive of participatory work
- Contribute material to the Festival’s website highlighting Participatory activities.



## CANTERBURY FESTIVAL PARTICIPATION CO-ORDINATOR

### PERSON SPECIFICATION

We are committed to supporting and training all of our team, and role-specific training will be given wherever possible.

	Essential	Desirable
<b>EXPERIENCE</b>		
Experience in arts, community development or education	X	
Experience of managing external relationships		X
Experience of working with young people	X	
Proven track record of raising funding and/or sponsorship	X	
Experience of project management including steering projects, budgeting, scheduling, monitoring and evaluation	X	
Experience of designing and implementing learning and participation programmes and strategies	X	
Experience of delivering workshops		X
Experience of reporting to a Board of Trustees		X
<b>SKILLS &amp; ABILITIES</b>		
Excellent oral and written communication skills	X	
Experience of writing fundraising bids	X	
Ability to demonstrate a high level of customer care to external stakeholders		X
Excellent organisational and administrative skills, including attention to detail	X	
Ability to negotiate and influence others confidently		X
Excellent IT skills (within the practical needs of the post)	X	
<b>KNOWLEDGE</b>		
A broad knowledge and enthusiasm for the arts	X	
A knowledge of the youth and community sectors		X
Working knowledge of child protection issues	X	
<b>PERSONAL QUALITIES</b>		
Graduate calibre	X	
Practicing artist or performer		x
Creative thinker and problem solver	X	
Ability to use initiative	X	
Flexible attitude and willing to work as part of a team	X	
An ability and enthusiastic willingness to represent the organisation	X	
Commitment to furthering the aims of the Canterbury Festival	X	
Willingness to work evenings and weekends when required	X	



## **PARTICIPATION CO-ORDINATOR**

### **SUMMARY OF TERMS**

- Tenure:** Fixed term contract until end November 2023, extendable subject to future funding
- Based at:** Festival Office, Canterbury
- Salary:** £25,000 - £30,000 (pro-rata) dependent on experience
- Benefits:** Stakeholder pension scheme; out of hours working scheme
- Hours:** 3-4 days a week, based around core office hours of 9:30am-5:30pm Monday – Friday. We are happy to discuss flexible working arrangements. You will be required to work such additional hours as may be necessary for the proper performance of your duties. By way of illustration you will be required to
- work at occasional evening and weekend events
  - attend Board meetings throughout the year
  - work a fortnight of long days and evenings during Festival season.
- Holiday allowance:** 25 days plus UK Bank Holidays (pro-rata), and any discretionary office closure.
- Overtime:** The above holiday allowance is given in recognition of hours worked at various points in the year beyond 9:30am-5:30pm, Monday – Friday.

**Full terms, including compliance with all relevant policies and procedures, are as outlined in our contract of employment. Please note, the successful applicant will be subject to a DBS check.**