

## CREATIVE AND PARTICIPATION OFFICER

**Are you a creative, motivated, and dynamic facilitator** who is committed to developing and delivering meaningful learning and participation activities for people of all ages, abilities and backgrounds? Do you believe in the power of the arts to make positive change in people's lives? If you are passionate about theatre arts and a creative, motivated individual, we encourage you to apply.

You'll be collaborative and flexible, committed to access, diversity and inclusion and will relish the opportunity of working in our iconic arts centre on a varied and evolving programme of high-quality activities.

*For more information and an informal discussion, please contact Dan Schumann, Creative Director. 01440-712858 Mon-Fri.*

*An application form can be found online at [haverhill-tc.gov.uk/vacancies](http://haverhill-tc.gov.uk/vacancies)*

*Please note that applications can only be accepted with a completed application form.*

### Haverhill Town Council

#### JOB DESCRIPTION

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| <b>Post Title:</b>      | Creative and Participation Officer                           |
| <b>Responsible to:</b>  | Creative Director  |
| <b>Responsible for:</b> | Creative and Participation Projects at Haverhill Arts Centre |
| <b>Hours:</b>           | 14 hours per week, to be worked flexibly by agreement.       |
| <b>Salary:</b>          | SCP 5, £13.26ph (FTE £25,583)                                |

#### Overall Responsibilities

To develop, implement, and manage creative participation projects that foster community engagement, inclusion, and access to the arts. The role involves coordinating participatory activities, workshops, and performances that allow people of all backgrounds to experience and contribute to the creative process in the Arts Centre.

#### Key Responsibilities

##### 1. Project Development & Delivery:

- Design and lead inclusive and innovative participatory theatre and arts projects, workshops, and events.
- Collaborate with artistic teams to integrate community input and feedback into the arts centre's programming.
- Coordinate logistical aspects of participatory projects, ensuring smooth execution from start to finish.

- Support the creation of educational and outreach initiatives that make the theatre and the arts accessible to diverse audiences.

## **2. Community Engagement & Partnerships:**

- Build and maintain strong relationships with community groups, schools, local organisations, and diverse stakeholders.
- Develop and nurture partnerships with external organisations, funders, and artists to enhance the impact of participation initiatives.
- Create strategies to reach underserved or underrepresented audiences, ensuring that all individuals have the opportunity to participate

## **3. Facilitation & Leadership:**

- Lead and facilitate creative workshops, events and performances for a variety of participants, including children, adults, schools, and other community members.
- Train and manage freelance facilitators or volunteers, ensuring high-quality delivery of participatory activities.
- Provide leadership in terms of creating an inclusive and supportive environment where participants feel encouraged to express themselves.

## **4. Evaluation & Impact Reporting:**

- Monitor and evaluate the success of participatory projects, gathering feedback from participants and stakeholders.
- Prepare reports on the impact of creative participation initiatives, using data and feedback to improve future projects.
- Contribute to the reporting of the arts centre's social impact and community engagement outcomes.

## **5. Creative Input & Artistic Contribution:**

- Contribute creative ideas to the development of the arts centre's overall artistic and outreach programming.
- Assist in creating or curating events that bring together participants and professional artists, facilitating collaborative performance projects where appropriate.

## **6. Administrative and Financial Management:**

- Manage project budgets, ensuring projects are delivered within financial constraints.
- Support the funding application process for participatory projects, including writing funding bids and reports.
- Ensure compliance with health and safety, safeguarding, and other relevant policies during participation projects.

## Other Duties

1. Adherence to Town Council's Health & Safety Policy and Equal Opportunities Policy.
2. To act as a good ambassador for the Council.
3. Undertake and training as required to enable you to do a broader range of duties within your personal capability.
4. To carry out any other duties as might reasonably be required within the general orbit of responsibilities of the post.

## PERSON SPECIFICATION

|  | How Tested                 |
|--|----------------------------|
| <b>Qualifications</b>  |                            |
| Good standard of written English to GCSE or equivalent level   | Application form/interview |
| Good standard of Maths to GCSE or equivalent level   | Application form           |
| <b>Experience</b>  |                            |
| A background in theatre, performing arts, or a related field.  | Application form/interview |
| Knowledge of relevant funding sources and experience in applying for grants.   | Application form/interview |
| Proven experience in leading or facilitating participatory arts, education, or community-based projects, ideally within a theatre or cultural setting. | Application form/interview |
| Experience in working with a diverse range of communities, including young people, adults, and marginalised groups.                                    | Application form/interview |
| Experience in managing a team or coordinating volunteers.  | Application form/interview |
| <b>Skills</b>  |                            |
| Strong interpersonal and communication skills, with the ability to engage a variety of stakeholders.   | Interview                  |
| Ability to design and lead creative, engaging, and inclusive activities.   | Application form/interview |
| Excellent organisational and time management skills.   | Application form/interview |
| Competence in evaluating projects and assessing the impact of creative work.   | Application form/interview |
| Knowledge of safeguarding practices, especially in relation to working with vulnerable groups.   | Application form/interview |
| <b>Personal Attributes</b>   |                            |
| A passion for arts, culture, and community engagement.   | Application form/interview |
| A commitment to diversity, inclusion, and making the arts accessible to all.   | Application form/interview |
| Creative and innovative thinker who can inspire others.  | Application form/interview |

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| <b><i>Special Aptitudes</i></b>   |           |
| Flexible working hours, including evenings and weekends for workshops and performances. | Interview |
| Occasional travel to community events or outreach locations.                            | Interview |

June 2025