



**Community Engagement Lead / full time or 4 days - £28-30k pro rata**

**Reports to: Executive Director**

**Hours of work: 4 days per week**

**Salary: £28,000-£30,000 pro rata**

**Holiday: pro rata from 23 days per annum plus statutory holidays (pro rata)**

**Probation Period: 4 months**

**Notice: 2 months following probation period**

**Contract Type: Permanent**

**Pension: Workplace Pension (NEST)**

**Deadline for applications: 10am 2<sup>nd</sup> November 2020**

**Interview period: 9-10<sup>th</sup> November 2020**

**Overview**

A key role developing Applause's network of promoting communities and partners across the Applause area and widening participation opportunities for individuals and groups.

The community engagement lead will develop and drive forward a diverse and inclusive creative and cultural offer to rural and isolated communities throughout Kent, East Sussex and West Sussex and the wider southeast where relevant.

Reports to: Executive Director

Develop and maintain an active network

- Generate community participation across Applause programmes
- Research, identify and approach potential voluntary groups and organise meetings Plan and deliver recruitment drives in specific areas
- Advise community groups and individuals with regards the artistic programmes
- Maintain active promoting groups and promoters on bookings shows and events
- Develop partnerships to enhance and generate further community reach working with various bodies such as local authorities, rural community councils, Libraries, Pub is the Hub and other orgs.
- Keep the enquiries and touring scheme management databases up to date.

### Support the network

- Develop Promoter and Volunteer Engagement (PAVE) offer
- Advise promoters on ticket pricing and oversee marketing materials for events
- Work with the programme lead, Inn Crowd lead and other relevant staff when they are developing creative programming.
- Develop the skills and knowledge of the local volunteers and their groups to successfully promote and manage professional arts events in their community
- Identify practical marketing/networking opportunities within and between communities and organising networking opportunities for the volunteers
- Attend Applause events (evenings and weekends)
- Contribute regularly to our social media activity.
- Support community groups to increase their sales for and/or participation in our activities.

### Administrate the network

- Be fully knowledgeable of the CRM system
- Provide relevant administration for the participatory and touring programme such as contracts and marketing materials as required.
- Collect relevant reporting and evaluative materials including audience surveys
- Develop and maintain Touring template data for reporting
- Authorise payments

### Strategic and evaluation

- Lead audience data capture and development working with Audience Agency and other partners
- Research and develop new projects and initiatives relevant to the business plan
- Keep abreast of local funding and/or partnership opportunities relevant to the business plan
- Prepare regular reports with monitoring and evaluation information as requested by key stakeholders
- Maintain our local profile through networking and by ensuring a positive relationship with key stakeholders including local authorities
- Support the development of the organisation's strategic direction in relation to voluntary organisations and community development and The Creative Case for Diversity.
- Monitor and report on community and personal outcomes through written reports, presentations and preparation of case studies.
- Take part in National Rural Touring Forum meetings

## General

- Contributing to the implementation of all Applause policies
- Attend appropriate meetings and networking events
- Undertaking appropriate training
- Other reasonable duties as deemed necessary

## **Essential skills, knowledge and experience**

- Organisational and administrative skills
- At least two years' experience of working in a comparative role, ideally in cultural, heritage or voluntary sector
- Ideas and problem solving driven
- Excellent attention to detail
- Awareness of the context of the work, including rural issues
- Commitment to diversity and inclusion
- An enthusiasm for working with groups in the community and a willingness to build relationships with these different groups
- Strong interpersonal skills, patience, empathy, a positive approach and respect for others
- Flexibility and adaptability
- Knowledge of arts and culture sector
- Excellent Microsoft Office Skills
- Ability to prioritize and work to deadlines
- Strong communication skills, both verbal and written
- Ability to work under pressure
- Full Drivers License and access to a car

## **How to apply**

Send a CV, Cover letter detailing your interest and suitability for the role and Equal Opportunities Monitoring Form to [office@applause.org.uk](mailto:office@applause.org.uk) using 'Community Engagement Lead application' as the subject of your email. We are happy to accept word documents or pdfs, video or alternative online formats.

Applause Rural Touring is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

All qualified applicants will receive consideration for employment without regard to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We actively encourage people from a variety of backgrounds and experiences. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

If you would like any information in a different format please contact  
[office@applause.org.uk](mailto:office@applause.org.uk)

Workplace: Applause's office is The Yard, 2a Speldhurst Road, Southborough, Kent, TN40DP. We are currently largely working from home during at this time and this may be subject to change depending on Government guidance regarding COVID 19.

W: [www.applause.org.uk](http://www.applause.org.uk)

F: [www.facebook.com/ApplauseTouring](https://www.facebook.com/ApplauseTouring)

T: @ApplauseTouring [www.twitter.com/ApplauseTouring](https://www.twitter.com/ApplauseTouring)

I: [@applausetouring](https://www.instagram.com/applausetouring)