

applause

Cultivating creativity
Connecting communities

Recruitment Pack 2022

Appointment of
Participation and Engagement Officer
Deadline of 23rd January 2023



Applause Rural Touring

Our Vision

Our vision is to inspire and develop cultural engagement in rural areas and those areas with limited access to the arts across Kent, Sussex, Essex and the wider southeast.

We achieve our vision by developing opportunities for rural and other communities to work with us as volunteers and professional partners creating great creative experiences for audiences and participants. We work with creative practitioners and arts and non-arts partners to progress meaningful and relevant cultural activity.



About Us

Applause is a cultural charitable organisation established to work with people across Kent, Sussex, Essex and the wider region to create opportunities for creative experiences close to home. We are part of Arts Council England's National Portfolio (NPO) and we also receive strategic support from Kent County Council, Essex County Council's Arts and Culture Fund and East Sussex Arts Partnership.



Image credit - Craig Fuller Photography - Gonzo Moose Theatre

Communities are at the heart of everything we do and we believe that being far flung from a building for culture shouldn't be a barrier to experiencing it. Our work offers the opportunity to bring people together for inspiring, shared experiences celebrating the positive impacts culture has for a community.

About Us

Applause delivers indoor and outdoor touring programmes. From halls to pubs to libraries, from fetes and festivals to village greens and to wide open spaces. We connect exceptional artists and performers with a network of passionate volunteer hosts and programmers. Our work is valued for providing accessible and affordable access to creative experiences throughout Kent and Sussex, and with new additional investment, in Essex and the wider southeast, bringing the very best art and culture available to people in their very own neighbourhoods.

Annually we run a commission programme with a range of partners to support professional companies to create exciting and interactive shows specifically to tour to outdoor events. We are a lead partner for a nationwide pub touring project called Inn Crowd that works with some of the UK's top spoken word and live literature artists and performers to provide rural pubs with professional, high-quality and exciting live entertainment.



Image credit - Jonny Fluffypunk

www.applause.org.uk



@applausetouring

The Job Role

Participation and Engagement Officer

Reports to:	TBC
Hours of work:	35 hours per week (full-time) evening and weekend work will be required.
Salary:	£27,000k pro rata
Holiday:	Pro rata from 23 days per annum plus statutory holidays (pro rata)
Probation Period:	6 months probation period, terminable by one month's notice by either party.
Notice:	2 months following probation period
Contract Type:	3 year post
Pension:	Workplace Pension (NEST)
Place of work	The role holder should live within easy travel distance to North Kent, Medway and Essex to enable access to communities and partners in those areas. Office based attendance in Tunbridge Wells will be required.
Deadline for applications:	9am Monday 23rd January 2023
Interview period:	TBC

Overview:

We are looking for a dynamic individual to work alongside the Applause team developing our community and audience engagement programmes. Working closely with communities across the Applause network in the South East (but with an emphasis on our priority areas within the counties of Kent, Medway, and Essex) the postholder will help drive our core programmes of work in the first 6-12 months as well as lay the ground work for future participation programmes.

You will be working with communities, artists, creative and non-creative networks and organisations supporting our strategic aim to widen participation opportunities for and with individuals and groups in rural and underrepresented communities.

The Job Role

KEY TASKS will include but are not limited to-

Engagement & Participation

- Generate community participation across Applause programmes
- Facilitate the development of the ReKindle project library programme in Medway
- Support community group and individual hosts in person and remotely to engage with the Applause programmes
- Generate and maintain partnerships to enhance and generate further community reach working with a variety of partners
- Advise and support participating community hosts across core programme and projects as necessary
- Develop the skills and knowledge of the local volunteers and their groups to successfully promote and manage professional arts events in their community
- Attend Applause events and other networking events regularly (evenings and weekends)
- Keep regular planning and reporting information to share with the Applause team

Developing priority areas

- Work on a range of initiatives and projects to develop participation opportunities within underrepresented communities.
- Contribute to devising relevant programmes of work
- Nurture and develop a range of relevant partnerships

Administration

- Be fully knowledgeable of the Eventotron CRM system (training supplied)
- Provide relevant administration for the participatory and touring programme such as contracts and marketing materials when required
- Devise relevant reporting and evaluative functions where necessary
- Prepare regular reports with monitoring and evaluation information as requested by key stakeholders

The Job Role

General

- Contributing to the implementation of all Applause policies
- Attend appropriate meetings and networking events
- Undertaking appropriate training
- Other reasonable duties as deemed necessary
- Maintain our local profile through networking and by ensuring a positive relationship with key stakeholders
- Support the development of the organisation's strategic direction in relation to voluntary organisations and community development
- Monitor and report on community and personal outcomes through written reports, presentations and preparation of case studies
- Attend a range of work events including National Rural Touring Forum meetings and events
- Represent the organisation as required

Essential skills, knowledge and experience

- Full Driving Licence and access to a car
- 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 prioritise and work to deadlines
- Strong communication skills, both verbal and written
- Ability to work under pressure

Desirable skills, knowledge and experience

- Awareness of the context of the work, including rural issues
- Knowledge of the community or arts and culture sector
- Experience of working with or developing work for children and young people.
- Experience of working within the voluntary sector.

How to apply

Please email CV, Cover Letter and this [Equal Opportunities Monitoring form](#) to touring@applause.org.uk using 'Participation & Engagement Officer application' as the subject of your email.

Please include the following information:

Suitability for the role, relevant previous work experience, relevant previous voluntary experience

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 touring@applause.org.uk



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