



Developing Slough's creative future

Job Description

Post Title: Community Development Manager

Salary: £26-28,000 based on experience, plus 5% p.a. pension contributions.

Hours: Full time on a fixed term contract until December 2021. The post will involve working on some evenings, weekends and bank holidays.

Holiday Entitlement: 25 days per annum.

Closing date: Thursday 30th July 2020

Interviews date: Week commencing Monday 10th August 2020

Reporting to: HOME Slough Director

Employer: Slough CVS (Lead Partner) on behalf of HOME Slough Consortium

Responsible for: Recruiting, managing and developing resident involvement in the delivery of HOME Slough Programme

Start: 1st September 2020 (where possible)

Place of Work: Based at HOME on the High Street, central Slough area with outreach work across the town including remote working.

Introduction

HOME Slough is seeking an individual who is passionate about building strong communities, and who shares our vision of seeing more people in Slough enjoying and leading fantastic arts experiences across the town. We are looking for someone able to build trust across the multi-cultural communities in Slough, building on our past activity to create a meaningful, dynamic, community network for our project.

This role is crucial to the success of the HOME Slough project as residents are at the heart of our work as influencers, decision makers, audiences and participants. You will need experience of working with volunteers' different communities, understanding best practice and how to build and sustain a strong network.

HOME Slough is part of a national initiative called Creative People and Places (CPP). The national programme aims to increase the number of people choosing, creating and taking part in brilliant art experiences in the places where they live, particularly where evidence shows that people are less involved in arts and cultural activities than elsewhere in England.

The independent CPPs are action research programmes, experimenting with radically different approaches to inspire and excite people about the arts, they are all funded by Arts Council England. The programme takes risks, reflects on what works and what doesn't, and uses that experience to shape the development of activities; gathering evidence and sharing learning along the way.

Encouraging and supporting communities to actively engage in HOME Slough as participants, influencers and decision makers, is an integral part of the CPP programme, and a central ambition of HOME Slough.

HOME Slough is led by a Consortium of organisations vested in Slough, comprising members from Slough Council for Voluntary Service (Slough CVS), Slough Borough Council, East Berkshire Clinical Commissioning Group, SEGRO, RIFCO Theatre Company and two representatives from the town's creative network. The role of the Consortium is to provide strategic direction, leadership and support to

team to successfully deliver the CPP outcomes as set out in our business plan. HOME Slough is funded by Arts Council England and Slough Borough Council.

HOME Slough aims to:

- Enable more people in Slough to experience the arts
- Empower residents to make their own events happen
- Increase the range and quality of the art that comes to Slough and is made here
- Support the artists who are here
- Build partnerships with national and international organisations to help us
- Help businesses and other partners to engage with culture for the benefit people of Slough and the town's future

We deliver against these aims with four strands of activity, that range from running HOME on the High Street, an arts destination on Slough High Street, to HOME Grown which commissions new creative activities in Slough, co-created with, and led by residents.

Job description

The role will work across seven neighborhoods in Slough to maintain, support and develop a network of local creative partners. These individuals, together with local organisations, are our community network, they inform, influence and lead our programme of arts and cultural activities. The role will work closely with local people, they will take a lead role in facilitating information gathering and supporting the development of skills and knowledge through a programme that includes cultural trips, workshops and visits. To support the community network, the current framework will evolve to ensure that individuals and communities can be reached across the town, and we can more effectively align the skills and interests of our creative partners with different parts of the project.

You will be part of a small, friendly team and will act as conduit between the team and the wider community on different strands of our work.

Responsibilities

The Community Development manager will:

1. Recruit and manage our network of creative partners and residents.
2. Reach out to new audiences and communities across the borough, encouraging them to participate in the project, so that it reflects the needs and interests of these communities.
3. Lead and coordinate quarterly meetups and produce regular communications for our creative partners.
4. Ensure that the community network is integrated into the different strands of the programme.
5. Ensure that up to date knowledge is held about the creative network, and that we are aware of the interests, skills and experience of our community and that this information is aligned this to the programme.
6. Facilitate and support the community network in their development as programme influencers and leaders, funding panel members, event support teams, champions of the arts and culture to their communities.
7. Lead 'Go See' activities, visiting events and performances outside the borough to inform activity locally.
8. Support the operations manager in the monitoring and evaluation of activities that take place at HOME on the High Street, online and in the community, specifically capturing required data for our external evaluators.
9. Ensure that volunteers at events are fully briefed and have relevant information to support them in their role, and where relevant ensure checks have been undertaken when working with children and vulnerable adults.
10. Take responsibility for the administration and management of all activities taking place online and in the community.

11. Provide regular reports and information to the Director and attend Consortium meetings and other meetings as required.
12. To ensure that all activities are delivered in a safe and secure environment, which is accessible to targeted participants, making sure that all relevant policies and procedures relating to health and safety, the protection of children, young people and vulnerable adults etc. are adhered to.
13. Commit to HOME Slough's Equality and Diversity Policy.
14. Undertake any other duties commensurate with these responsibilities as management may require from time to time.

Personal specification

Essential Skills and Experience

- Professional experience in one of the following 3 areas; volunteer management, community development, arts development
- Experience of engaging communities who are under-resourced and culturally diverse and ensuring that their ideas and perspectives are expressed, and their voices are heard
- Experience of utilising best practice when working with volunteers
- Experience of researching and collating information and data for reports
- Ability to listen and empathise with a wide range of people
- Ability to work collaboratively within a team and across organisations
- Ability to work on own initiative and to take direction
- Ability to communicate well in a wide range of contexts and with a wide range of people
- Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook, Mailchimp, Survey Monkey)
- Experience of utilising a range of social media to reach target groups
- Valid DBS certificate (Enhanced Level) - This can be undertaken after a job offer if the applicant does not have one in place

Desirable

- Facilitation experience and/or qualifications
- Knowledge and experience of different community groups in Slough

Diversity

It's important that our staff reflect the communities we serve so we take diversity seriously. Slough has a rich and diverse cultural identity which we want to promote and support in all areas of our work. Working with a range of individuals, we believe that access to a variety of personalities, skills and outlooks enables us to truly represent Slough's cultural identity. Whoever you are, whatever your background, you can play your part.

To apply please send the following information by email to info@homeslough.org.uk by **5pm on Thursday 30th July**:

- CV
- Covering letter, indicating how your experience and expertise match the role and what interests you about the role (max. 2 sides of A4)
- Two referees, one of which should be an employer, who you would be happy for us to contact before confirming any appointment (this would be after the interview)
- A completed [Equal Opportunities form](#)

We want to make all opportunities at HOME Slough accessible to anyone who wants to apply. If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss your needs with you. We can accept your application in a variety of ways:

- Video

- Recorded audio
- Dictate your application to us over the phone

If you wish to apply in any of these ways, please contact us at info@homeslough.org.uk before the application deadline.

If you would like to talk to someone before applying please send an email to info@homeslough.org.uk and we will give you a call.

To keep us all safe and well during the COVID 19 situation online interviews will take place on Zoom during the week commencing 10 August.

All applicants will hear from us with the result of their application but unfortunately, we are not able to provide individual feedback if your application is not successful.