



Creative Communities Coordinator

JOB DESCRIPTION

Job Title:	Creative Communities Coordinator
Salary:	£30,000
Hours:	Full time (37.5 hrs/week)
Term:	Permanent
Reports to:	Northern Heartlands Senior Manager
Location:	Barnard Castle, Co. Durham (office) and community settings across SW Durham

Background to Northern Heartlands

Northern Heartlands is a small arts organisation with an office base in Barnard Castle, Co Durham. We started life in 2017 as a Great Place Scheme, established by an independent group of local people and supported by Visit County Durham. In 2020 we became a Charitable Incorporated Organisation (CIO) and we are now a first-time Arts Council National Portfolio Organisation (NPO).

We are 'place-based' (rather than venue-based); we work closely with communities (geographical & communities of interest) developing and co-creating projects and events across the south and west of County Durham. We engage independent artists and creative practitioners in everything we do, and regularly work in partnership with other organisations in the cultural sector and other sectors such as planning, health, environment and tourism.

The wide and diverse area we cover is predominantly rural and includes isolated small towns and villages of the Durham Dales (Teesdale and Weardale) as well as some of the more deprived and 'left-behind' neighbourhoods of the former Durham coalfield area.

Creativity is at the heart of everything we do. Most of our delivery takes the form of creative participatory workshops; from time to time we develop major community events, parades, carnivals and exhibitions.

Our activity falls into three main strands:

- Health & Wellbeing
- Connected Communities
- Environment & Landscape

We also work strategically, at a local, regional and national level, seeking to promote creativity as a key means of cross-sector delivery.

Northern Heartlands' Vision is: *Strong, connected and healthy local communities, where people are actively involved in shaping their lives and their environment.*

Our Mission is: *To engage and support local people and communities by using creativity to develop agency, build social capital and foster individual potential.*

All staff are expected to work and treat people in a way that is consistent with our values. We aim to be:
COMMITTED to what we do, to each other and to those we work with
TRUSTED by each other and by those we work with
DIGNIFIED in our own actions and by respecting the dignity of everyone we work with
AMBITIOUS for ourselves, for our organisation and the places, communities, and individuals we work with
AUTHENTIC in all of our actions
HUMBLE in respecting and valuing the opinions and beliefs of others

As well as Arts Council England (NPO,) we are funded by the local authority (Durham County Council) and trusts and foundations including the Esmée Fairbairn Foundation, Paul Hamlyn Foundation and Garfield Weston.

The Creative Communities Coordinator role

This is a full-time role partly supported with funding from Arts Council England.
As a key player in our small team you will support and become involved in all aspects of our work.

Specifically your role will be to develop and co-ordinate the successful delivery of ambitious, impactful and creative programmes with communities, encouraging the voice of communities and participation of individuals throughout our programmes.

CORE DUTIES:

- Supporting the Director and Senior Manager in the development of new project ideas across all three strands of our work (Health & Wellbeing, Connected Communities, Landscape and Environment)
- Overseeing the coordination and delivery of projects across all these strands.
- Researching, identifying and developing trusted and authentic relationships with key community members, representatives of community organisations, key individuals within schools, care homes and other institutions, listening to views, understanding needs and working together to co-develop projects and programmes of activity.
- Liaising closely on a day-to-day basis with community members including community leaders, champions, schools, community organisations and project participants to ensure our work has a positive impact for individuals and communities across our area of benefit, particularly those living in areas of greatest need.
- Supporting community members in recognising and addressing potential barriers to engagement.
- Ensuring all activities are monitored and evaluated in line with funders' requirements and supporting the process of collecting and collating evaluation forms and surveys. In some instances producing final reports for funded projects.
- Liaising with artists and creative practitioners on behalf of Northern Heartlands and ensuring they are supported to meet their contractual obligations. This can include: commissioning or preparing artists' briefs, drafting contracts for artists, securing venues, managing events; undertaking risk assessments.



- Supporting the organisation to ensure that the work that Northern Heartlands delivers is always of the highest possible quality
- Supporting communication and marketing activities including creating content for our social media channels
- Working closely with the Northern Heartlands team to effectively produce and deliver programmes that enable strong, connected and healthy communities.
- Undertaking any other duties as required and within reason to further the work of the organisation and support our vision and mission

HOURS AND PLACE OF WORK

This is a full-time role (37.5 hours/week)

The Northern Heartlands office is in the centre of the small market town of Barnard Castle. Although you will be based in the office you will be expected to travel across the Northern Heartlands area regularly to fulfil your duties.

Driving with a full driving licence and insurance and having regular access to a car is vital.

Our role with communities means that evenings and weekend work is often required.

Occasional working from home would be considered where practicable.

SALARY AND TERMS

- Salary - £30,000 p/a.
- 25 days holiday per year plus Bank Holidays
- We encourage continuing professional development training.
- All employees have the opportunity to take advantage of our workplace pension scheme with NEST.

Application deadline: 12:00 noon on Monday 23 October 2023

To apply:

Please send an email with CREATIVE COMMUNITIES COORDINATOR APPLICATION in the subject line to info@northernheartlands.org

with the following attachments (including your name in the document titles):

- a letter of application (no more than two sides of A4) outlining why you are suitable for the role
- a current CV (two pages) and the names and contact details of two referees.

References will only be taken up if you are offered the post, and in consultation with you.

Interviews (in person) will take place on Friday 10th November in Barnard Castle.

www.northernheartlands.org

Northern Heartlands is a Charitable Incorporated Organisation Registered Charity No: 1186306

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Person Specification

ESSENTIAL	DESIRABLE
Qualifications & Experience	
Educated to A level or equivalent	Educated to university degree level or equivalent
At least 3 years' experience of working in the third sector and directly with communities	5 years+ experience of working with local communities particularly in rural areas and/or areas of deprivation
Experience in at least one of the fields of the arts, culture or heritage	Mental health first aid training
At least 3 years' experience of project management	Experience of developing artist briefs and preparing contracts
Able to demonstrate experience of financial management and managing budgets	Understanding and experience of public and private funding within the culture sector
Clean driving licence and access to a car	Some experience of marketing and communications
Knowledge & Skills	
Excellent written and oral communication skills, including the ability to listen actively	Ability to work with Microsoft Office applications
Ability to identify problems and barriers to engagement	Familiarity with social media platforms (Facebook, X, Instagram), Canva and Microsoft Sharepoint systems & applications
Excellent organisational skills, including working to deadlines and managing multiple priorities	Understanding and knowledge of County Durham and/or the NE region
Ability to relate to people from a variety of backgrounds and at all levels	
Ability to inspire and motivate others	
A self-starter, able to work independently	
A good team player, able to support colleagues and contribute to common goals	