

DorchesterArts

Community Engagement Manager – Maternity Cover

Reporting to:	Artistic Director
Hours:	2 days per week, 12-month fixed term contract (flexible working possible)
Salary:	£10382 (£25954 FTE)
Start date:	Sept 16th 2024

Due to our community engagement lead going on maternity leave, we are looking to recruit a Community Engagement Manager (Maternity Cover) for a 12-month period starting in September 2024. Community engagement, and in particular the creative health strand of our participation programme, has become an increasingly important part of our work in recent years and we are committed to providing opportunities for the whole community to use their creativity. The recent success of our programme makes this an exciting time to be taking on the role, but in common with many other organisations we face challenges, mainly in finding consistent funding for the activities we run. As a result, this role is partly about maintaining our existing activities and partly about supporting our search for a sustainable future for this vital aspect of our work.

The role will be based at Dorchester Arts' home venue, the Corn Exchange, but with the possibility of flexible working.

Strategic priorities for role

- Maintaining and further developing Dorchester Arts role as one of the leading providers of creative health activities in the county.
- Ensuring that people from across the county will be healthier and happier as a result of participating in arts events promoted by Dorchester Arts
- Ensuring that the health of specific groups of people living with chronic conditions will be measurably better as a result of Dorchester Art's activities and assist the company in evaluating this.
- Working with the Marketing Officer to ensure that information about Dorchester Arts' participation programme is marketed through channels appropriate to the audiences and participants for whom it is intended.

Immediate priorities for role

- Maintaining and further developing links with the NHS and working with The Arts Development Company, steering groups and other health and wellbeing organisations to develop the delivery of a countywide Creative Health programme.
- Keeping abreast of national and regional developments in Creative Health, remaining at the centre of these discussions and driving change for Dorset.

- Working closely with the Fundraising and Development Manager to secure sustainable funding for our Creative Health programme
- Ensuring the continuation and smooth running of all our existing regular participation programme
- Liaising with and supporting Dorchester Youth Theatre
- Planning the delivery of creative Holiday Activities and Food programmes in the Easter and Summer school holidays.
- Working with the Artistic Director on maintaining close working relationships with local educational partners such as The Thomas Hardy School, Wessex Schools Music, DASP/Wessex MAT.
- Leading the evaluation of DA's existing or new community projects as required.

Person specification

Criteria	Essential	Desirable
Knowledge	<p>Knowledge of Creative Health including the national and local landscape</p> <p>Knowledge of relevant legislation including Health and Safety, Safeguarding</p>	
Experience	<p>Experience of organising participatory arts projects</p> <p>Experience of working with artists</p> <p>Experience of working with all ages, especially children and young people</p> <p>Experience of budget setting and management</p> <p>Knowledge and understanding of evaluation techniques.</p> <p>Awareness of various methods of recording a project's outputs and impacts and the ability to identify the most appropriate method.</p>	<p>Experience of delivering health related programmes</p> <p>Experience of designing and delivering projects in partnership with other arts organisations/schools/local authorities/health care providers etc</p> <p>Broad knowledge of a range of artforms</p> <p>Experience of writing funding applications</p>

Skills and Aptitudes	<p>Excellent interpersonal skills and the ability to build rapport with widest range of people and communities</p> <p>Excellent written and spoken communication</p> <p>Ability to work as part of a team</p> <p>Ability to work under own initiative and with minimum supervision</p> <p>Ability to work under pressure and to deadlines</p> <p>Confidence in using social networking sites such as Facebook and Twitter</p>	
Circumstances	<p>Ability to work flexibly and to travel to both Dorchester and Sherborne for work.</p> <p>Willingness to undertake appropriate training</p>	

How to apply

An application form and instructions on how to apply can be found at www.dorchesterarts.org.uk/jobs or by calling 01305 266926 and requesting a job description by post.

Please email the completed application form and any additional pages to jobs@dorchesterarts.org.uk

Applications must be made by Sunday 7th July.