

beacon
arts centre

www.beaconartscentre.co.uk

LIGHTING UP LIVES
IN INVERCLYDE



RECRUITMENT PACK

COMMUNITY OUTREACH CO-ORDINATOR

NOVEMBER 2022



WHO ARE WE?

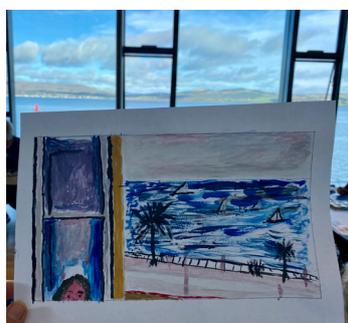
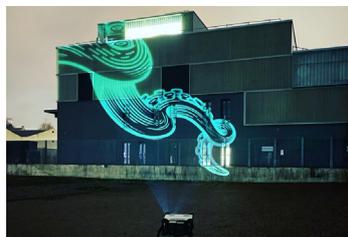
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We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
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WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE

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OUR PROGRAMME

Throughout the year, we stage a mix of award-winning theatre, music, dance and touring arts programmes, ranging from National Theatre of Scotland and Scottish Opera productions to large-scale community musicals and jazz, folk and classical music concerts. We present intimate performances for younger children and their families, and we host a range of festivals, exhibitions, classes, workshops and events too, delivering a year-round buzz of captivating, creative activity.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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Beacon Arts Centre

ABOUT THE ROLE

COMMUNITY OUTREACH CO-ORDINATOR

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BACKGROUND

Thanks to a generous award from the Foyle Foundation we are excited to be able to create this new post that will enable the Beacon to develop our existing focus on community engagement.

This post will enable us to work with local communities to ensure our participatory work reflects the lives, interests and hope of local people. We aim to reach new and diverse groups to enable participation in the arts as we work to bring about positive change for communities.

If you're a highly motivated individual with the skills, commitment and passion to be part of the next stage of the Beacon's exciting journey, this could be your dream job.

JOB PURPOSE:

To plan and deliver work in the community that will change perceptions on how participating with the Beacon's creative engagement programme can give communities a voice, improve lives and the social cohesion of a community. To deliver key learning from the work that can be taken forward by the Beacon.

KEY RESPONSIBILITIES:

- Work closely with the Creative Producer to develop the area of community engagement programming ensuring it is in line with the strategic aims of the organisation.
- Work to ensure that members of marginalised communities across Inverclyde have the opportunity to engage with the Beacon's programme. This is delivered with key community partners.
- Use key Beacon Arts Centre community engagement projects as a tool to facilitate the work. This includes, but not limited to, Creative Minds Festival and the Community Ambassador Scheme.
- Widen the reach of our activities into new communities, and facilitate the delivery of meaningful arts activity across Inverclyde.
- Through active participation, create excellent new relationships with appropriate local community groups and ensure we maximise opportunities to connect and engage with each other.
- Collaborate with local and national organisations to raise awareness of opportunities for participation in the programme of activities.
- Be a champion for the community; ensuring that mechanisms are in place to enable their views and experiences to inform the development of our work, representing them, as appropriate, to key stakeholders.

Key responsibilities continued on next page

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KEY RESPONSIBILITIES: CONTINUED

- Work as a key member of the Creative Engagement Team alongside our Creative Engagement Officer, Community Programme Coordinator and our Creative Change Maker, attending all discussions around the development of our programme and feeding into group documents.
- Produce information for the Fundraising Officer when requested.
- Work with the marketing team to develop targeted and engaging content for creative engagement projects.
- Produce timely and detailed evaluations of the impact of the Creative Engagement Team for reporting to funders and stakeholders.
- Provide well written, engaging, and timely reports to the Director for the purpose of keeping key stakeholders well informed and in a position to support the vision and mission of the Beacon.
- Collaborate effectively with colleagues and stakeholders to achieve the company's aims and strategic objectives.
- Ensure that all duties are carried out in line with the organisation's health and safety, equality, operational, data protection and financial policies and procedures.

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COMMUNITY OUTREACH CO-ORDINATOR

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

The ideal candidate will demonstrate these in both their application and at interview:

- A minimum of 3 years' experience of working within a community environment, ideally within the arts/performing arts.
- A minimum of 3 years' experience of delivering workshops and/or work in a community setting.
- A proven track record of designing and managing participatory arts projects.
- An action-based commitment to extending access, community engagement and equality of opportunity.
- A track record of working effectively to deliver outcomes on time and within budget.
- Evidence of developing sustainable audiences with life-long engagement within the arts/cultural sector.
- A well-informed and proactive approach to the sensitivity and discretion required when working with vulnerable people, both in person and in relation to their personal information.
- A clear understanding of the communities that the postholder will engage within Inverclyde.

KEY VALUES

- Able to articulate a clear understanding of the importance of the role of the arts in effecting social change and improving the lives of people.
- A team player who works collaboratively with colleagues to secure stronger outcomes.
- A positive, proactive, and flexible approach to your work with a high degree of personal accountability.
- A clear passion for the performing arts.

REQUIREMENTS FOR THE JOB

- The successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be administered and paid for by the Beacon before a firm offer of employment is made).
- Ability to work with Windows, MS Teams, Office 365 and databases.
- Be willing to work flexibly (attending performances/workshops/ meetings out of office hours as necessary).
- The post holder will be expected to support our Vision and Purpose by modelling and promoting our values through the work they do.

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SUMMARY

JOB TITLE

Community Outreach Co-Ordinator

RESPONSIBLE TO

Creative Producer

CONTRACT

37.5 hours per week,
12 month fixed term

HOURS / OVERTIME

No overtime; time off in lieu

SALARY

£26,912 per annum

HOLIDAYS

33 days inclusive of bank holidays

PROBATIONARY PERIOD

Three months

NOTICE

One week during probationary period;
one month thereafter

PENSION

There is a stakeholder pension scheme applicable to your employment. Further details are available from the HR Officer.

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Officer
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

1. A letter of application (two sides A4 max)
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Community Outreach Co-Ordinator

APPLICATION DEADLINE

Sunday 11 December 2022

INTERVIEWS

Monday 19 December

START DATE

As soon as possible

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Officer, at recruitment@beaconartscentre.co.uk

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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