



The Gatehouse Centre, Hareclive Road, Hartcliffe
Bristol BS13 9JN

Registered Charity No. 1096338 / Limited by Guarantee No. 2845230

Making BS13 Brilliant!



Job Description

Job title:	Events and Engagement Officer	Programme:	Climate Action
Reporting to:	Climate Action Programme Manager	Location:	Climate Action Hub and the Heart of BS13 office both in BS13
Duration:	1-year fixed term	Accountable to:	Executive Director and Board of Trustees
Hours	21 hours (to include some evenings and weekends)	Salary:	£23k pa pro rata

The job and who we're looking for: This is an exciting new role at Heart of BS13. You'll be part of our Climate Action team, supporting Kirsty (who leads the programme) to develop new arts/cultural projects and events at our climate action hub. It's a hands-on, creative development role, requiring imagination and some physical work (don't apply if you want to be sitting in front of a computer all day!) We're looking for someone who brings contacts from across the arts, as well as the determination to get the show(s) on the road! You'll be part of our journey to transform our climate action hub into one of Bristol's go to community arts venues whilst helping to create a sustainable future and green job opportunities for BS13 residents. If you have a background in events or arts production and you want the opportunity to try out new ideas and help shape the future of this venue, connecting it with the rest of Bristol's vibrant arts and culture scene then this could be the job for you.

Overview of key responsibilities

In collaboration with Heart of BS13 colleagues, you will ensure the successful curation and delivery of a suite of activities and events over the coming year that will engage the BS13 community, promote climate action and generate income. You will be confident and skilled in building relationships and partnerships with artists and theatre companies, working with them to collaborate on projects that are joyful, creative, educational and financially viable. You will bring a genuine understanding as to why it is so important to create opportunities in communities like BS13 and be driven to increase arts and cultural participation within our community. You'll have your eyes open and antennae up for new business development opportunities, bringing the necessary skills, capabilities and professional appetite to meet annual income generation targets set in advance with the programme manager and executive director. You will be a phenomenal communicator who can build relationships with community groups, youth clubs, schools, residents, casual staff, volunteers and customers.

Experience (E)ssential. (D)esirable

- Experience of curating and facilitating a programme of thematic arts and cultural activities with a focus on community engagement and income generation. **(E)**
- Experience of developing collaborative projects with arts and cultural organisations/individuals **(E)**
- Experience of leading staff and volunteers during events **(E)**
- Experience of building and maintaining relationships with local community groups, youth clubs, schools and local residents. **(E)**
- Proven track record of creating content for social media and website **(E)**

- Strong administrative skills **(E)**
- Organised and capable of ensuring timely monitoring and funding impact returns **(E)**

Skills

- Highly motivated and with skills that define you as a strong team-player. **(E)**
- Able to work in a self-directed way **(E)**
- Excellent communicator (both written and verbal) **(E)**
- Excellent planning and mobilisation skills **(E)**
- Excellent outreach, engagement and collaboration skills **(E)**
- Confident in developing project mobilisation plans, budgets, using spread sheets and IT packages and in doing so to liaise with relevant members of the Heart of BS13 team (i.e. finance officer and senior managers) **(E)**
- Able to think on your feet, reflect quickly and adapt to change. **(E)**
- Confident to support youth-led thematic projects **(E)** (climate action related) **(D)**

Knowledge/experience

- Climate science or climate action engagement development **(D)**
- Knowledge and experience of working with disadvantaged communities **(E)**

Other

- To be flexible to work some evenings and weekends around scheduled events **(E)**
- Driving license and access to a vehicle **(E)**

Qualifications

- Youth/community development qualification or demonstrable equivalent work experience **(E)**
or
- Arts administration qualification or demonstrable equivalent work experience **(E)**
- An arts/events/creative related qualification or equivalent experience **(E)**