



# **Community Events Officer Application Pack July 2024**

## **About us**

### **Our values**

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

### **Optimism**

We are optimistic about the future of society, the potential for change and transformation.

### **Support**

We provide long-lasting support to young people and to the network of professionals driving change. Through this we create a community.

### **Persistence**

We will be a persistent source of opportunity for young people, creating trust with our partners and with young people.

### **Integrity**

Our programmes will be transformative, meeting the needs of young people in an evidence-based way and empowering young people to influence our programme.

## **Inclusion**

We will actively improve our inclusion of young people, assessing barriers to engagement and working with partners to provide for everyone in need.

See some of the results of our work in our [2023 Impact Report](#).

## **What we do**

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

*"Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope."*

- DEJI, YOUNG TALENT

**Find out what our mentees have to say:**

[Arts Emergency Mentoring Celebration Event 2023](#)

## **Our plans for the future**

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In 2022, we conducted a strategic review to inform our direction and update our mission and impact. We recruited a new Chair and new board members to help us achieve this and welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. Additionally, two Youth Collective members serve on the board as Young Trustees.

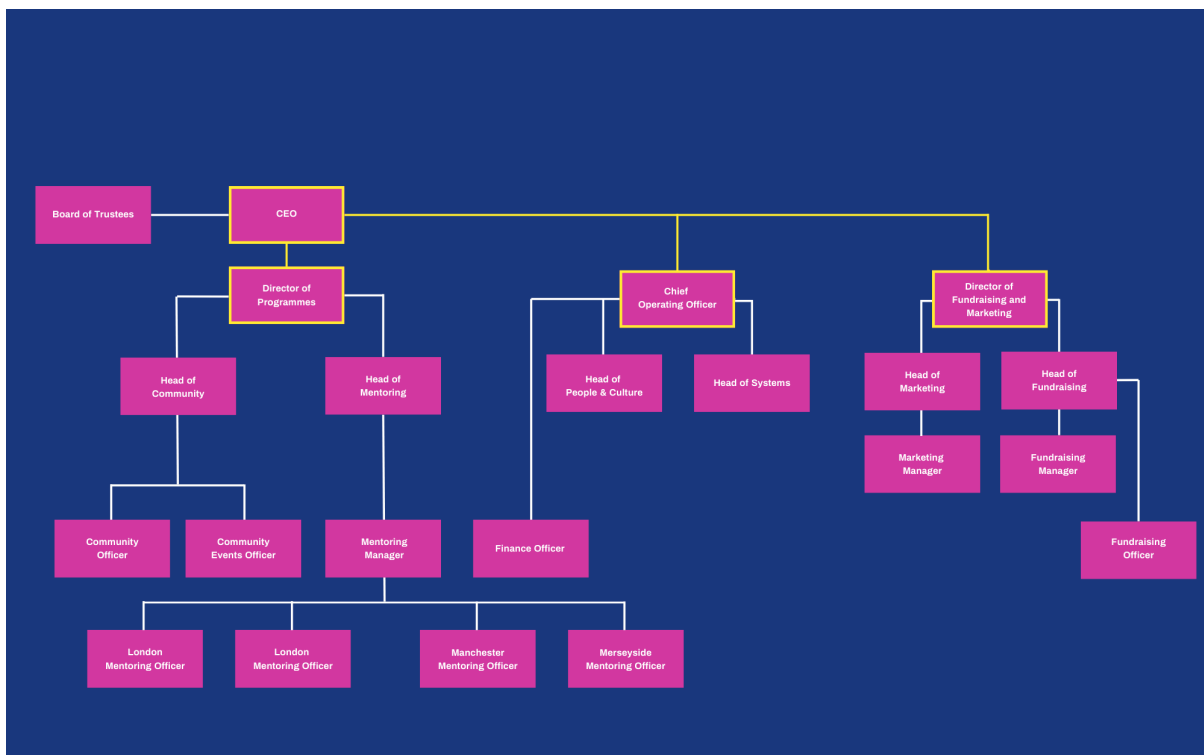
This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we have ambitious plans to grow our flagship mentoring programme, including increasing capacity in the regions where we already deliver, expanding to new regions across the country, and exploring the potential for new ways of working to reach more young people in need of support.

We are also laying the groundwork for enhancing how we provide long-term support for our young people's personal and professional development through our Community offer. We know that breaking into the industry doesn't happen overnight, and we are committed to facilitating young people on their journey until their 26th birthday, with the support of our Network members.

# Our team

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

## [Meet our team](#)



## **Commitment to equality and diversity**

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes.

When we recruit we will always: show the salary, pay a living wage, and won't demand a degree as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

*"Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well-connected. I love Arts Emergency because it works to bridge this gap. To create the opportunities that have been taken away."*

- JULIE HESMONDHALGH, ACTOR

We are committed to the employment and development of disabled people. We guarantee to interview anyone who identifies as disabled and whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have access requirements or any requests to make you comfortable, we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements.

# **Community Events Officer**

- **Permanent**
- **Part-time (3 days per week)**
- **£30,500 per annum plus 6% pension contribution**
- **This role can be home or office-based**
- **Arts Emergency operates a 35-hour week, we will consider compressed or annualised hours**

The Community programme provides a wide-ranging offer that supports young people to broaden their experiences of creative careers and cultural organisations, build connections with each other and with the industry, grow in their confidence to advocate for themselves and others, and successfully navigate their pathways into the creative and cultural sector.

The Community Events Officer is an exciting new role that will be responsible for planning and delivering a programme of events (in-person and online) that bring together members of Arts Emergency's Young Community across networking, skills development and community-building opportunities. This is a busy, fun, and super rewarding role where you will work both independently and in collaboration with the Community team and the wider Arts Emergency team around the country.

# **Key Responsibilities**

## **Programme delivery**

- Develop and deliver an annual programme of in-person events across London, Manchester, and Merseyside for Arts Emergency's Young Community, volunteers and Network Members
- Coordinate and deliver monthly online events for Arts Emergency's Young Community, volunteers and Network Members
- Develop and maintain relationships in London, Manchester, and Merseyside to support delivery of the events programme
- Collaborate with Community colleagues to ensure alignment and crossover between in-person and digital engagement opportunities
- Provide event coordination support for Youth Collective activities, such as online meetings and residential
- Encourage positive engagement with Arts Emergency's offer by upholding community rules, norms, and expectations
- Ensure the evaluation data for the events programme is collected as required
- Produce reports about activity, outputs, and impact of the events programme as required

## **Programme administration**

- Develop, test, and troubleshoot forms and processes within the CRM database to support the delivery of the events programme
- Ensure that all activity for the events programme is captured accurately in the CRM database
- Respond to queries about the events programme from Young Community members and Network Members
- Promote and handle the administration of travel and access repayments for Young Community members to engage with the events programme
- Marketing and communications
  - Liaise with the Marketing team to promote the events programme across Arts Emergency's communication channels

## **General**

- Maintain Arts Emergency's ethos and values, and positively promote its work and activities at all times
- Undertake any task that may be requested from time to time that is consistent with the nature and scope of the role

## **Key Results**

- Young people are aware of the Young Community's events programme
- Young people understand how to engage with the events programme, are excited to take part, and there is demand for the offer
- Network members, volunteers and partner organisations understand how they can contribute to the delivery of the events programme, are excited to take part, and there are sufficient offers of support to meet demand
- Travel and access repayments are allocated in line with criteria and budget
- There is a positive and vibrant culture of peer networking among Young Community attendees to the events programme
- There are robust forms and processes in place within the CRM database to support delivery of the events programme
- All activity for the events programme is captured accurately in the CRM database
- Evaluation data for the events programme is collected as required
- Activity and evaluation data about the events programme is readily available as required
- The website provides accurate information about the events programme



## **Person specification**

We are aware that everyone has a range of skills and experiences and that transferable skills or similar experiences may not align exactly with the person specification outlined here. If you feel that you could successfully fulfil the responsibilities of the role, we would encourage you to apply, even if you don't meet every criteria in the person specification. Training and support can be provided for the successful candidate to support their development in areas of the role with which they are less familiar.

### **Qualifications**

No specific qualifications are required for this role

### **Experience**

- Experience of working with young people aged 16-25
- Experience of event planning and delivery
- Experience of programme delivery and administration in a related field (e.g. youth work, arts and culture, education)
- Experience of managing relationships with partner organisations and/or skilled volunteers

### **Knowledge**

- Knowledge of the context and issues affecting young people aged 16-25, especially in London, Manchester and Merseyside
- Knowledge of the creative and cultural sector, especially in London, Manchester and Merseyside

### **Skills and abilities**

- Good organisational skills - ability to plan and manage a multifaceted workload
- Good time management skills - ability to work productively and meet deadlines
- Good verbal and written communication skills - ability to communicate effectively with young people, colleagues, and external stakeholders
- Good interpersonal and relationship-building skills - ability to meaningfully engage and support young people and external stakeholders
- Good problem-solving skills - ability to identify barriers to programme delivery and propose solutions

- Excellent attention to detail and accuracy in recording important information
- Capability in using standard office programmes, web-based apps, and databases

### **Personal qualities**

- Commitment to Arts Emergency's mission, vision, and values
- Passionate and driven to make a positive impact on the world
- Commitment to equity, diversity, inclusion, and accessibility
- A people person, inspirational and brilliant at working closely with people from a wide range of backgrounds
- Always learning: a self-starter, motivated, eager to learn
- Team-oriented but takes individual responsibility
- Resourceful, with a 'can-do' attitude
- Self-discipline to work independently and communicate proactively with the wider team
- Willingness to work flexibly to meet the demands of the role

### **Working conditions**

The role can be home or office based, or hybrid. Given the nature of the role we would expect the Community Events Officer to be based in or near one of the three areas where we currently work: London, Manchester or Merseyside.

Arts Emergency's head office is in Manor House at Unit W3, 8 Woodberry Down, London, N4 2TG, and our Manchester office is at Peter House, Oxford Street, M1 5AN. We also have access to Spaces offices around the country, which can be used by all staff if an office space is needed outside these areas.

We will ask you to travel to the events and will cover travel expenses for this. Additionally, we will occasionally ask you to travel to other offices or locations for training and away days. Travel expenses to these events will be covered and we will offer remote options when necessary, and ensure accessibility requirements are taken into account.

Arts Emergency operates a 35-hour week, and we will consider compressed or annualised hours. There may be occasional evening and weekend work. We operate a time-off-in-lieu system.

## How to apply

### Please note:

We will be hosting an optional Zoom on Tuesday 6 August at 6pm for prospective applicants to learn more about the role, the Community team, and Arts Emergency before they apply. Click [here](#) to register.

To apply for the role of Community Events Officer, please complete the following:

1. Download and fill in the application form.

The application includes parts:

- [Part One](#) asks for your personal information, education, work history, referees

- [Part Two](#) asks for supporting statements in relation to the job application  
You can return the application forms as a Word Document or PDF. If you prefer you can talk through the Part Two questions in an audio file (no longer than 10 minutes). To submit an audio file, upload to a file hosting service such as Dropbox, Google Drive, or WeTransfer, and provide the link to the audio file in your email.

2. Click here to complete our [Equality and Diversity Monitoring Survey](#).\*

3. Once completed, please send the application (Parts One and Two) to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) by **10am on Monday 12 August 2024 with AE-EO in the subject line.**

Interviews will be held online the week commencing 19 August 2024.

If you have any questions about the role, please contact Rose Condo, Head of Community, at [rose@arts-emergency.org](mailto:rose@arts-emergency.org). If you have any questions about the application process, please contact [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org).

Please see our privacy policy to find out more about how we handle your data. You'll also find further information within the application form.

\*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.

