



Engagement coordinator CALL(CIC)

Culture Action Llandudno (CIC) or CALL is a Social Enterprise, with culture –led regeneration central to its ethos.

www.cultureactionllandudno.co.uk

Our vision is to take Llandudno and its “**Lost Spaces**”, disused /derelict buildings and plots of land, unloved estates, and through thought provoking and exciting programming develop discussion which will ultimately lead to them being reimagined and revitalized in a way that benefits all.

The dialogue we intend to create around these “**Lost Spaces**” will become pivotal to the development of urban planning, the cultural offer, opportunities and engagement within the town.

What do we intend to do?

- Work with local, regional, national and international artists and organisations, bringing new and experimental ideas of culture and multi-disciplinary working to the region.
- Work with communities and develop their sense of ownership and excitement about cultural engagement.
- Create distinctive opportunities for cultural dialogue and exchange, for innovative cultural involvement and appreciation.
- Collaborate with strategic cross sector partners, instigating dialogues and networks that will enable change and sustainability.
- Involve the widest possible remit of stakeholders in a program of distinctive and innovative cultural activity, championing an approach that sees the development of this dialogue becoming intrinsic to all aspects of the future of the town.

We see this as an opportunity to do something original and exciting which in the long-term could lead to the town becoming a key cultural destination in the North West, benefiting the local economy and attracting cultural tourism.

We are seeking the following addition to our key personal:

Position: Freelance Engagement Coordinator “**Manau Coll | Lost Spaces**”

Reporting to: Director of CALL

Fee: £10,140 (inclusive of VAT) based on 2 days a week minimum

Base: 24 Trinity Square, Llandudno, LL30 2RH (flexible)

Term: Freelance part time contract to finish 31/03/2018

Summary of Main Duties and Objectives

Engagement and Audience Development

- To be responsible for developing audiences and participant groups for “Lost Spaces” events and projects
- To develop an Engagement, Communications and Audience development strategy for CALL with the director
- To help implement the CALL Engagement, Communications and Audience development strategy, with the director, creative producers and the PR consultant
- To support the lead artists and CALL staff with the development of projects

Communication and Analysis

- To maintain close and regular contact with the CALL management , allowing them sufficient opportunity to comment and advise on all developments and activities
- To communicate with audiences, participants, artists
- To liaise with PR , website and graphic design contractors as required.
- To record and evaluate the project’s engagement activities as per the CALL evaluation plan and matrix.
- To produce reports on the project’s engagement outcomes for the CALL management, consortium and funders.

Other Duties

- To assist with any other linked activities that may be developed by CALL management
- To work within the policies and practices of CALL . These include areas such as Equal Opportunities, Welsh Language Act, Health and Safety guidelines etc.

Person Specification

	Essential	Desirable
Skills and Abilities	<p>Strong verbal, written and presentation skills</p> <p>Excellent interpersonal skills</p> <p>Ability to communicate with a wide range of stakeholders</p> <p>Computer literacy</p> <p>Able to use initiative to problem solve</p>	<p>Ability to form communications and engagement strategies</p>
Knowledge	<p>Knowledge of engagement approaches</p> <p>Knowledge of arts sector</p> <p>Knowledge of community sector</p>	<p>Knowledge of the voluntary sector</p> <p>Thorough understanding of policies and practices which relate to working with Children and Vulnerable adults</p>

Experience	<p>Experience of Marketing & Communication</p> <p>Experience in social media (FB, Instagram, Twitter campaigns)</p> <p>Experience with online marketing tools (Mailchimp)</p> <p>Experience with Wordpress websites</p> <p>Experience of Audience Engagement and Audience development work</p>	<p>Experience of community development work and regeneration</p>
Training Qualification	<p>HND or equivalent level professional qualification OR comparable experience in a similar role will also be considered.</p>	<p>HND or Professional qualification in relevant discipline.</p>
Other requirements	<p>Ability to work under pressure and to meet project deadlines</p> <p>Full driving licence</p> <p>Ability to work flexible days and hours and on occasion unsocial hours</p>	<p>Ability to communicate through the medium of Welsh</p> <p>DBS certificate</p>

Conduct of the Contract

1. The client will be CALL (CIC).
2. The Engagement Coordinator will work out a timetable of works with the client.
3. Work will be evaluated on an on-going monthly basis by CALL management, based on performance and monthly reporting.
4. **The successful candidate will deliver the project in no less than 78 days, a working day being 8 hours. There will be periods where the job will demand full-time hours and periods where the job will demand less. It will be up to the successful candidate to ensure they deliver the project within this timeframe.**
5. Payment terms to be discussed on awarding of contract.

Guidelines for Submissions

1. The fee for this project is inclusive of all costs including expenses (phone, broadband etc), travel expenses, admin costs.

2. The fee includes VAT.
3. When deciding on the appointment of the consultant, the client shall take into account the experience of the consultant, the response to the brief and the quality of the submissions received.
4. All information and works commissioned under this project become the property of CALL and may not be used without their express permission.
5. Only key staff nominated at application stage may work on the project and any other staff will require prior written agreement of the client. Failure to comply with this may render the appointment null and void.
6. The successful consultant will be required to hold professional indemnity insurance to a minimum sum of £1million.
7. CALL will own the copyright to all works and photographs produced during the course of the contract.

Submission of application

Brief available	24 th May 2017
Deadline for Submission	19 th June 2017
Interviews	26/27/28 th June 2017
Contract offered	30 th June 2017
Contract to start	03 rd July 2017 (open to negotiation)
Contract to end	31 st March 2018

To apply for this position, please send us an up to date CV(s), as well as a written application stating how you or your company, fit with the person specifications for this job.

All applications must be submitted by email to sabine@cultureactionllandudno.co.uk
We should receive your email submissions no later than 17.00pm on 19th June 2017

6. Conditions of application

No questions will be answered that provide a competitive advantage to any party applying. Your application must include the name(s) and CV(s) for all personnel who will be involved in the project

It is the responsibility of the applicant to obtain for themselves, at their own expense, all information necessary for the preparation of their application.

When deciding on the appointment of the applicant CALL shall take into the relevant skills and experience of the proposed personnel.

7. Timescale for Delivery

Contract to end by the 31st March 2018

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