



## Community Project Coordinator

**Access:** Please let us know if you require this recruitment pack in another format. Additionally, please contact us if there is anything we can do to make the application and interview process more accessible to you. Email Molly: [molly@b-side.org.uk](mailto:molly@b-side.org.uk) if you need any further support

**Salary:** £21,000 - £25,000 gross per year based on experience, pro rata (2 days a week). Please note, this position can be undertaken as either a PAYE or Freelance contract.

**Contracted Hours:** 2 days a week (15 hours), part time, fixed term contract. Some weekend and flexible working will be required.

**Contract Duration:** 12 months, with possibility of 12 month extension. Starting May 2022.

### Additional PAYE Benefits:

- Auto enrolled with Nest Pension at 8% (company contribution 3%, employee 5%).
- 28 days annual leave per year plus UK bank holidays, pro rata (2 days a week).
- Company laptop and contribution to phone calls and data.
- Paid occupational and parental leave.

### Additional PAYE and Freelance Benefits:

- Paid professional development opportunities (training, workshops, and a go and see budget).

**Accountable to:** This Land Project Director (Line Manager)

### With key relationships:

This Land, Heritage Research Facilitator, resident Isle of Portland individuals and community groups and b-side's:

- Director and Co-Artistic Director.
- Access and Talent Development lead.
- Festival Producer.

**Location:** b-side's project space is at Outpost, 77 Fortuneswell, Isle of Portland, Dorset DT5 1LY. The role will also require working in other heritage, cultural, and community locations across the Isle of Portland.

## Context

**b-side** is an arts organisation and festival that embodies and engages with its place of origin, the Isle of Portland.

**Our Vision** b-side is a nationally recognized and locally loved organization, known for catalyzing unique, innovative, and pioneering projects that creatively connect and engage people and place. The Isle of Portland is a thriving place for people to create art and enjoy culture. The stories, histories and mysteries of the Isle of Portland are circulated world-wide.

**Our Mission** b-side generates opportunities for artists and communities - from across the island, and across the world - to create site-specific and site-responsive artworks in conversation with the Isle of Portland. Through these processes, we explore what we have in common, beyond the boundaries of the island. b-side invites individuals and communities to create and experience culture. People personally benefit from culture through its connections to positive health and well-being, environmental awareness, and socio-economic empowerment.

**Our Structure** b-side is a Community Interest Company, governed by a board of executive and non-executive Directors. Our board meet four times a year to ensure the strategic delivery of b-side's mission and vision, and to undertake financial, risk, and impact monitoring. We have a community asset lock which ensures any assets of b-side are passed onto the benefit of community members on the Isle of Portland if b-side were ever to close. Feedback and evaluation on b-side's programming is continually undertaken and gathered through the engagement of an external evaluator and through an annual general meeting open to the public and taking place once a year on the Isle of Portland. We produce an annual Community Impact Report which is distributed publically online and through the Free Portland News.

**Common Lands** is the over-arching theme for our current programme of work - exploring our relationship to and with land - here and elsewhere. This includes the physical, environmental, human and social context; Incorporating biodiversity, climate change, migration, displacement, land use, ownership, and rights. Common Lands will work with artists and communities to explore these interwoven themes in relation to and in response to the site and context of Portland. We will do this through three programmes created in conversation with Portland communities:

- This Land - focusing on heritage and environment.
- Who Do We Think We Are? - focusing on people and migration,
- That Other Place: focusing on digital lands and alternative identities.
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**This Land** is a project exploring and celebrating the unique natural and built heritage of the isle of Portland, Dorset and responds directly to community concerns about their environment. Exploring land use, land and property rights, biodiversity and climate change, the project aims to raise awareness, gather and share knowledge, and upskill and empower the community to protect and enhance their environment. The project focuses on two 'at risk' sites and aims to reach those who might not usually get involved in heritage. The two sites are the remains of a Tudor cottage on the seafront at Chiswell and the last remaining area of unquarried/agricultural landscape at Portland Bill.

### **Community Project Coordinator, Overview**

Starting in 2008 as a biennial contemporary arts festival, b-side's programme has now grown to include multiple year-round socially engaged arts programmes. Our programmes, through our current curatorial focus 'Common Lands', engages with the people, place, heritage, culture, and community of the Isle of Portland - and how Portland's beauty, magic, and stories can innovate out and into the world. We are seeking a Community Project Coordinator to work closely with the b-side team to support the coordination and growth of our community engagement, especially connecting with new individuals and groups of people, as well as partners on Portland that b-side has not engaged with before.

The following outlines the post's key roles and responsibilities which, for one day a week will be more general across b-side's 'Common Lands' activities, and for one day a week will be specifically to support the programme, This Land.

For more information on b-side's theme, Common Lands, see: [www.b-side.org.uk/projects/common-lands](http://www.b-side.org.uk/projects/common-lands)

For more information on b-side's Heritage Lottery Funded programme, This Land, see: <https://www.b-side.org.uk/projects/this-land>

### **General Roles and Responsibilities**

- Coordinate, host, and support b-side events and activities (e.g. workshops, talks, walks), which develop relationships with community groups, individuals, partners, and b-side volunteers.
- Create new connections with community groups, individuals, partners, and b-side volunteers that would like to engage in cultural activities and that b-side has not to date connected with.
- Contribute to b-side marketing and communications by providing information, images, and the relevant funders logos, for social media, enews and website relevant to the projects you are working on.
- Contribute to b-side's evaluation and project reporting in line with b-side's Evaluation Framework (which encompasses the This Land programme's Evaluation Framework and will be shared during role induction). For example, keeping records of project activity, numbers and demographics of participants, and participant feedback.
- Undertake general administrative and operational tasks - such as setting up and take down of events, coordinating hospitality, recording and storing data to GDPR requirements, purchasing workshop materials and equipment - as and when required.

### **This Land Roles and Responsibilities**

In addition to the above, support:

- The recruitment of community participants for the This Land heritage research groups which will be researching two heritage sites on the Isle of Portland (Brandy Row in Chesil and the landscape surrounding Portland Bill)
- This Land Project Director to organise and run the community research group programme.
  - This Land Project Director and b-side's Marketing Manager to develop effective communication routes to reach individuals and community members for This Land project activities that do not rely on social media or online means.
- This Land Project Director to increase the reach of this programme to include individuals and groups who may not usually take part in arts or heritage project activities.
- This Land Project Director to commission manage (oversee the production of new artworks) the artists selected for This Land at the two selected heritage sites on the Isle of Portland.

- This Land Research Facilitator to deliver heritage workshops and activities for the This Land community research groups which will be formed for this programme.

Coordinate:

- The setting up of exhibitions and organisation of key Common Lands and This Land events (e.g. discussions and workshops) in June 2022 and Sept 2022 which aim to share new knowledge of two heritage sites on the Isle of Portland to Portland, UK wide, and international audiences.

And:

- Collaborate with the This Land Project Director and Portland residents on the ongoing development of This Land, ensuring all activities meet This Land's set outcomes.
- Undertake general admin and operational activities for the This Land programme.

### Person Specification and Desirable Skills

- An interest in and enthusiasm for the natural and built heritage of Portland.
- Experience of coordinating community events - from small group sessions to larger events with multiple speakers, presentations, and/or other activities.
- Strong interpersonal skills.
- Administrative skills (excel, word, power-point or similar).
- Ability and availability to be present on Portland for all activities and events.
- DBS checked (b-side can also arrange this at induction).

### Key 2022 This Land Activity Dates

- Heritage Research periods and workshops, May to July 2022
- Public event (what b-side will be calling an "Assemblage") 18 June 2022
- Public event (b-side Festival 2022) 8 - 11 September 2022

### Application timeline

**Deadline for applications:** Wednesday 20th April, 9am.

**Notification of interview by:** Friday 22nd April, 5pm.

**Interviews:** Tuesday 26th April, 9am - 1pm (45 minute slot will be offered during this time).

**Notification of appointment by:** Friday 29th April, 5pm.

**Preferred Start date:** Monday 2nd May, 9am. Kindly note, there is an option for phased start based on your availability.

### How to apply

Please send your application to [amanda@b-side.org.uk](mailto:amanda@b-side.org.uk)

Please create a single document (word or PDF) that includes the following:

- An up-to-date CV (max 2 sides of A4)
- A cover letter - a statement outlining your interest in and suitability for this post, matching your skills and experience to this job description, (max 1 side A4)

**Applying in another format.**

As well as written applications, we can accept audio and video applications too. If you want to submit an application for the Community Project Coordinator role via video or audio, please record your video / audio response, save it on YouTube / Vimeo / Google Drive / Dropbox and then add the link to your application email. Audio / video submissions can be up to 7 minutes length maximum.