

The Line: Engagement Manager Job Description and Person Specification

**Permanent full-time contract
Commencing June 2021
Salary: £32,000**

Employment benefits include holiday entitlement of 28 days per annum which are inclusive of the 8 normal public holidays and contributory NEST pension scheme.

Probationary Period: 3 months

Full employment terms will be included within the contract of employment.

Reports to: Trustees and Director with involvement from wider team

Location working remotely with all projects being developed to take place in Newham, Tower Hamlets, Hackney and Greenwich

Overview

The Line is looking for a dynamic Engagement Manager to lead the strategic development and delivery of its new education, health and wellbeing programmes. The aim of these is to ensure that, through engagement with art and nature, schools and communities of all ages who live close to The Line, access the benefits of the project.

The Line was created to connect communities and inspire individuals through an outdoor exhibition programme along the waterways in east London. You will be joining The Line as we expand our work with local communities that have been hard hit by the Covid-19 pandemic. We are looking to recruit a creative facilitator with extensive experience of working with a range of stakeholders such as schools, colleges, universities, families, specialist and community groups, preferably within a visual arts context.

As part of the role, you will recruit and manage freelance facilitators, artist educators, evaluators and volunteers. As the project grows, you will have the opportunity to shape and build the engagement team and future public programming at The Line to promote cross-curricular learning and critical thinking.

As Engagement Manager, you will be responsible for supporting the development of The Line's impact framework and ensuring it is a robust and effective tool for monitoring and reporting on our work. It will also be important to support research opportunities to be able to present demonstrable outcomes and benefits of the project through careful evaluation.

Key Responsibilities

Develop and manage the delivery of the following learning projects:

- Workshops and learning resources that support primary and secondary schools to deliver cross-curricular learning inspired by artworks on The Line
- Create outdoor, classroom-based and online opportunities to support hybrid, Covid-secure projects
- Develop the programme through consultation with local teachers
- Secure and lead school visits and tours of The Line
- Fully and consistently evaluate and measure the impact of the programme to inform its ongoing development

Develop and manage the delivery of a new health and wellbeing programme which will include:

- Workshops with groups including those with special educational needs and disabilities, vulnerable adults, mental health groups and young people
- Recruiting and training facilitators to deliver community walks for people referred by local health providers
- Weekly weekend nature walks between Queen Elizabeth Olympic Park and Cody Dock
- Develop The Line's research partnership with the University of East London and work closely with our evaluation advisors at Arup

Collaborations:

The Line is undertaking major new collaborative projects with key cultural and academic partners in the UK and internationally. You will promote engagement through these projects and manage the delivery of participatory aspects of the programmes, including school workshops, The Line Youth Guides and artist residencies. Collaborations are a key strand of our work and will lead to new models of co-creation with local communities.

Wider audience development:

- Establish a Community Forum for The Line to support the development of The Line's programmes
- Manage consultation processes with local residents
- Lead on the development of The Line's Audience Development Plan
- Develop ongoing public engagement programmes that promote diversity and inclusion and are relevant for local audiences
- Support the development of a Diversity and Inclusion Action Plan for the organisation

Duties will include:

- Develop and maintain links with local schools, council community support officers, community groups, mental health support teams, health providers and grassroots organisations
- Prepare risk assessments for workshops and secure DBS checks for all contributors
- Ensure that all activities fulfil The Line's commitment to inclusivity and diversity and ensure the implementation of all policies
- Fully embed reporting protocols on working with children and at-risk adults into project delivery and be responsible for reporting any incidents or issues that arise
- Be the key point of contact for The Line with schools, community partners and health providers
- Contribute to The Line's Strategic Plan and support the organisation to meet its SMART targets
- Co-ordinate and prepare reports for Trustees and funders
- Ensure that all projects are documented with photography and filming where possible and with necessary permissions and approvals
- Contribute to The Line's fundraising efforts, including identifying appropriate funding streams and supporting funding applications
- Undertake any other tasks reasonably requested by the Director

About you:

Essential:

- Proven track record of delivering successful participatory and learning programmes, preferably involving visual arts
- Understanding of the primary and secondary curriculum and the needs of teachers
- Computer literate with experience in the use of MS Word, Excel and PowerPoint
- Demonstrable ability to engage audiences from different age groups and backgrounds
- Excellent communication skills: the ability to effectively represent The Line through presentations, one-to-one meetings, reports and copywriting
- Experience of managing programmes with clear outcomes, and using the outcomes to evaluate success and inform further development
- Experience of developing and implementing project plans and managing budgets
- Resourceful and willing to work as part of a very small team with small budgets
- Enthusiastic with a passion for arts and community and working outdoors in all weather

Desirable:

- An understanding of the differing socio-economic natures of each of the key boroughs (Newham, Hackney, Tower Hamlets and Greenwich)
- Links with schools and / or community groups in East London
- Understanding of social prescribing practices and collaboration with health providers
- Experience of working with hard-to-reach groups / under-served groups
- Knowledge of developing engagement projects with / for mental health services, or demonstrably prepared to acquire this
- Experience of participating in research projects
- Knowledge of best practice in arts and participation
- Relevant training (e.g. Child and Adult Safeguarding / Mental Health First Aid / First Aid)

Behavioural Approach

- Highly organised, self-motivated and innovative
- Flexible and collaborative
- Creative and resourceful
- Team player

Circumstances

- Due to Covid restrictions, we will expect candidates to have a suitable environment for effective home working.
- Flexibility with working hours will be necessary as the post holder will be required to work regular weekends and bank holidays and occasional evenings.

NB: Due to the nature of this role, appointment will be on condition of obtaining an enhanced DBS check.

Application deadline and interviews

The closing date for applications is 12pm, Wednesday 28th April. Interviews are expected to take place via Zoom on Wednesday 5th May 2021.

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Prepare your application which should include:
 - Your CV (no more than 2 sides)
 - Covering letter: please ensure you tell us how you meet the essential and desirable experience in the person specification (no more than 2 sides)
 - A completed [Equal Opportunities Monitoring Form](#)
 - The names, email addresses, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.
3. Email your application to info@the-line.org

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact info@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print. Please email info@the-line.org for a copy.