

The Line: Engagement Coordinator Job Description and Person Specification

Permanent contract

3 days per week between Monday to Thursday

Commencing January 2022

Salary and hours: £28,000 pro rata 3 days (22.5 hours p/week)

Employment benefits include holiday entitlement of 28 days per annum which are inclusive of the 8 normal public holidays for a five-day working week (holiday entitlement is pro rata for part-time employees) and contributory NEST pension scheme.

Probationary Period: 3 months

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

Reports to: Head of Strategy and Partnerships

Location Working from our office at Cody Dock as well as some remote working with all projects being developed to take place in Newham, Tower Hamlets, Hackney and Greenwich

The Line is London's first dedicated art walk and exists to connect communities and inspire individuals through an outdoor exhibition programme where everyone can enjoy art, nature and heritage for free. The route runs between Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. Find out more information [HERE](#)

The Line introduces works of art by international artists into a unique urban landscape, providing opportunities for education and learning as well as health and wellbeing benefits for local communities and visitors through engagement with art and nature.

The new Engagement Coordinator will coordinate and support the delivery of The Line's Learning and Health and Wellbeing programmes. You will be joining The Line at a transformative time as we expand our work with local communities in areas that have been especially hard hit by the Covid pandemic. You will provide a key role in coordinating programmes that will be developed to ensure that schools, local communities and hard-to-reach groups access the project.

For our Learning programme, you will build on existing links and support new partnerships with local schools, including developing new workshops and learning resources to inspire local teachers, children and families.

You will be instrumental in building new audiences for The Line through our Health and Wellbeing programme. Spending time with art, nature and heritage are important for improving physical and mental health. Through our regular walks programme – where people can be referred by GPs and social prescribers, as well as self-referring – we strive to actively engage local communities to support improved wellbeing.

In the delivery of our programmes, you will be responsible for appointing and managing freelance facilitators to support the delivery of our programmes. As the project grows, you will have the opportunity to shape the engagement programme at The Line. As Engagement Coordinator, you will be responsible for ensuring that all of our engagement activities are evaluated using robust and effective tools for monitoring and reporting on our work.

Purpose of the role

- To support The Line's mission to engage, educate and inspire the public through cross-curricular arts-based learning and health and wellbeing projects
- To coordinate a programme of learning – outdoors, in the classroom and remotely – inspired by The Line
- To build on existing links with schools and community organisations through new projects to create long-lasting relationships
- To support research and evaluation of The Line's learning and health and wellbeing work

Responsibilities will include:

- Build positive relationships with key community stakeholders focusing on our boroughs of Newham, Tower Hamlets and Greenwich
- Work proactively and collaboratively with our PR consultant and Digital Producer to ensure that we are reaching our audiences effectively using the most appropriate channels of communication
- Assist in the reporting of outcomes to funders and other stakeholders.
- Support the objectives of The Line's Strategic Plan and the meeting of relevant SMART targets
- Use evaluation protocols to fully and consistently monitor and capture the impact of the programme to inform its ongoing development

Develop and coordinate the following:

- Resources and workshops that support primary and secondary schools to deliver cross-curricular learning
- Weekly school visits and tours of The Line
- Walks, workshops and community exhibition with mental health groups
- 'One Step at a Time' Community Recovery Walks (this programme will involve facilitators who you will help to recruit and train to deliver walks)
- Weekly weekend nature walks

Wider audience development:

- Consultation with local residents in relation to the installation of new art commissions
- Building and maintaining links with schools, local community groups, mental health support teams, health providers and grassroots organisations
- Feed into the development of The Line's Audience Development Plan

Duties will include:

- Prepare risk assessments for workshops in schools and with the community
- Secure DBS checks for all facilitators and contributors to deliver workshops
- 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
- Support with developing briefs for evaluation of projects
- Ensure that all projects are documented with photography and filming where possible and with necessary permissions and approvals
- To undertake any other tasks reasonably requested by the Director or Head of Strategy and Partnerships

About you:

Essential:

- Experience, enthusiasm and passion for working with all audiences, indoors and outdoors in all weathers
- Efficient time and work management, and meticulous attention to detail
- Experience in coordinating and delivering learning activities and events in an arts organisation or museum
- Experience of coordinating programmes with clear outcomes, and using the outcomes to evaluate success and inform further development
- Able to work independently and creatively as part of a team
- Flexible and adaptable approach
- Able to coordinate freelancers and resources, and to work to a budget
- Demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups
- Able to problem solve and use own initiative
- Excellent communication and interpersonal skills
- Excellent administrative skills
- High level of IT literacy
- The post holder will require an enhanced DBS check

Desirable:

- Experience of working with people with complex needs
- Experience of engaging diverse audiences with visual art and sculpture
- Experience of working in both a formal and informal learning context
- Good understanding of the local context in East London
- Experience of social prescribing practices and collaboration with health providers

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

Application deadline and interviews

The closing date for applications is midnight Tuesday 30th November.

Interviews are expected to take place on Wednesday 8th December.

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. Email your application to workwithus@the-line.org This 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)
- An [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.

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 workwithus@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 workwithus@theline.org