**JOB DESCRIPTION – Arts & Heritage Officer**

**Job Title** **Arts & Heritage Officer**

**Reports to** Kala Sangam Head of Community Engagement and Joint Hub Lead.

**Salary** £24,000 gross per annum.

**Start Date** Monday 4th March 2024, subject to notice periods.

**Period** Fixed Term ending 27th March 2026.

**Hours** 37.5 hours per week. This post will involve flexible working patterns and some evening and weekend work is likely.

**Base** One of the following Hub sites:

* **Kala Sangam** temporary office, Bank House, 41 Bank Street, Bradford BD1 1RD, and then St Peter’s House, 1 Forster Square, Bradford, BD1 4TY.
* **Keighley Creative**, 3-7 Cooke Lane, Airedale Centre, Keighley BD21 3PF.
* **The Rockwell Community Centre**, 6 Summerfield Rd, Bradford BD10 8DP.
* **South Square Centre**, Thornton, Bradford BD13 3LD.

**Notice** 1 month notice for both parties, after passing 3 months probationary period (with 1 week notice during the probationary period).

**Holidays** Holiday entitlement is 28 days per complete holiday year, including statutory and bank holidays, increasing by 1 day per year on completion of each consecutive full year of employment to a maximum of 33 days.

**Pension** Assuming you meet the mandatory criteria you will be automatically enrolled in the company’s stakeholder pension scheme (NEST). Further details will be provided upon employment.

**Purpose** The Arts & Heritage Officer is responsible for devising, implementing and delivering a 2-year Arts & Heritage programme of activity with various local community sites/groups at each Hub. Reporting to the Project Lead within their specific Hub, each Officer will be expected to:

* Establish positive and trusted relationships with community sites/groups, their participants and wider community sites/groups as appropriate.
* Manage and co-deliver an appropriate and exciting programme of interactive arts workshops that reveal the heritage stories of these groups and communities, resulting in creative responses.

*Kala Sangam is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Employment in this post is subject to a successful Enhanced Disclosure & Barring Service (DBS) application.*

**Post responsibilities:**

* Organise and deliver community engagement with local communities/groups appropriate to the Hub, through six periods as set out in the project Action Plan.
* Effectively manage a project budget of over £30k alongside the Hub Lead.
* Create, develop and maintain strong positive relationships with communities, groups and community leaders.
* Facilitate ‘getting to know you’ sessions with core communities/groups, followed by sessions supporting them to create artistic responses to heritage.
* Collate a ‘resource bank’ of heritage memories, stories and art for each site/group.
* With the support of the host Hub, source, contract and manage professional artists appropriate to each of the local communities/groups and their heritage assets.
* Working with professional artists, support the core communities/groups to each create a major artistic response to their heritage and co-ordinate the presentation of these ‘events’ (e.g. a film, an exhibition, a live performance etc).
* Deliver detailed reporting of the community heritage engagement programme, as required by funders, to track and demonstrate the progress, impact and future planning of the activity.
* Contribute to and support the evaluation and monitoring of the project in conjunction with key Kala Sangam colleagues and The Audience Agency.
* Utilise knowledge and understanding about Children & Young People and vulnerable adults, to ensure they are safeguarded in their engagement.

**General responsibilities:**

* Uphold and promote Kala Sangam’s and the host Hub’s vision and values, acting as an advocate representing both, and the wider project, at external events.
* Play an integral part of the general delivery in the host organisation.
* Comply with all working policies and procedures, promoting those specifically applicable to this area of work such as the company’s Equality and Diversity, GDPR, Safeguarding and Health and Safety policies.
* Attend staff meetings, training sessions, performances and other events as required, including those which may occasionally take place outside normal working hours.
* Keep up to date, so far as necessary for the efficient executing of the job, with new legislation, procedures and techniques and attend mandatory training as requested.
* Undertake other duties as may reasonably be required commensurate with the post.

**PERSON SPECIFICATION – Arts & Heritage Officer**

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| **AREA** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Skills | * The ability to facilitate workshops in a variety of spaces. * Self-motivation and the ability to work unsupervised. * Excellent communication skills. * Efficient record keeping. * The ability to work well in a team. * Confident public speaking. | * Experience of data collection. * A high standard of computer literacy. * Speaks an additional applicable language for the communities with which you will work. | * Application * Interview * References |
| Knowledge | * Understanding of the heritages of Bradford communities and the challenges and opportunities these present. * Understanding of the impact cultural activities have on communities. | * Knowledge relevant to the communities/groups with which you will work, especially the specific challenges and access requirements these communities/groups might face. * Understanding of specific art forms and cultures relevant to the communities/groups with which you will work. | * Application * Interview |
| **Experience** | * Delivering effective engagement with diverse communities. * Managing and coordinating people. * Developing, leading and delivering projects on time and to budget. * Effective team working. * Delivering cultural activity informed by heritage. | * Previous engagement with one of the Hubs and/or its identified communities/groups. * Writing and issuing contracts. * Experience of delivering a Heritage Fund supported project. | * Application * Interview * References |
| **Attitude** | * A good team worker with the ability to work independently, without supervision. * Non-discriminatory and non-judgmental. * Flexible and adaptable. * Committed, enthusiastic and 100% reliable. |  | * Interview * References |
| **Qualifications** | * A good general standard of education. * Evidence of personal self-development. * Legally entitled to work in the UK. * Able to hold an Enhanced DBS and willing to do so. | * Having completed safeguarding training for Children & Young People and vulnerable adults. | * Application * References |