

Employer: The Bermondsey Artists' Group managing Southwark Park Galleries

Place of Work: Southwark Park Galleries (Lake Gallery & Dilston Gallery) Southwark Park, London SE16 2UA

Line Manager: Director

Hours of work: 2 days per week. The role may be subject to one additional day per week (increasing the role to 3 days per week) pending funding sought during 2021-22.

Office Hours: 9am - 5pm, with some evening and weekend hours/days when required

Salary: £28,000 Pro Rata (£11,196 per annum) PAYE & Pension

Annual Leave: 11.2 days per annum excluding national bank holidays

Fixed Term Contract Period: 12 months, July/August 2021 – July/August 2022 (exact dates to be agreed upon appointment with the successful candidate)

Probation Period: 3 months

Role Description: Public Engagement Manager (Maternity Cover)

The primary role of the Public Engagement Manager is to develop and manage a meaningful community engagement programme of activity for local communities of all ages and backgrounds. The programme comprises of challenging and inclusive workshops, art courses, pre-school allotment club, residencies, talks, performances, partnership working / collaborations, and other learning and social inclusion events.

Key Areas of Responsibility //

1. Strategic delivery of our Public Engagement Strategy for the organisation and the following aspects of our core activity:

- Working closely with the Board of Trustees and Director to agree an inclusive and strategic programme of work
- Leading on and managing the delivery of all Public Engagement programme strands
- Working closely with the Director on the programming and management of the Bermondsey Bothy Residency Programme and related community events
- Working with our Strategic Development Director on fundraising for all public engagement programming and learning activity
- Funder and stakeholder liaison and public advocacy for the organisation
- Audience Development, working with the gallery team on all aspects of increased audience development and engagement across all elements of the organisation's operations
- Public programming in response to and independent of the gallery exhibition programme, devised in collaboration with The Director, gallery partners, freelance curators and exhibiting artists
- Partnership development and meaningful long-term engagement with existing local and national partners, integrated within the gallery exhibition and public engagement programmes
- Line management of Artist Associates (artist educators who deliver the learning programme workshops)
- Line management of Learning Assistants (who support the artist educators in the delivery of the learning programme workshops)
- Line management of the gallery's freelance Community Gardener and Workshop Leader during our annual Allotment Club season and winter period
- Increase and diversify existing digital engagement and online content generation including digital commissioning and public event documentation, supported by The Gallery Manager

- Working closely with the Gallery Manager on all aspects of public event delivery and promotion
- Developing annual balanced budgets appropriate for the ambitions of the public engagement programme as defined by the Business Plan in collaboration with The Director, Finance Manager and Strategic Development Director

2. Ensure that the Organisation:

- Delivers programmes of engaging public activity that reflects national excellence whilst remaining locally relevant at all times
- Meets all of its statutory and legal responsibilities as a not-for-profit company Limited by Guarantee and as a Registered Charity
- Meets all of its statutory and legal responsibilities as a responsible employer (including adherence to Health & Safety legislation, Equality, Diversity and Inclusion policy, Safeguarding policies, good employment practice, staff development, ensuring that internal communications are strong and that meetings, planning and appropriate levels of information reach every member of the team)
- Maintains effective monitoring and visitor information and ensures that this is shared with the team, funders, and partners to better facilitate the development of future activities and influence reactive relevant activity
- Working with the Gallery Manager and Strategic Development Director to supply accurate monitoring information required by funders (Arts Council England, Southwark Council and other project-specific funders such as local charities, trusts and Foundations etc.), our Accountant, Companies House and the Charity Commissioners
- Has effective marketing strategies in place that will increasingly exploit emerging digital technologies

3. Artist Associates:

Southwark Park Galleries works with an energetic and experienced small pool of freelance artist educators.

Our Artist Associates deliver all practical aspects of our learning programme: family art workshops, digital and physical activity packs, Allotment Club, Young People's Art Course programme, Seniors Art School, local school outreach sessions, etc.

Following regular meetings with the Director, the successful candidate will host regular programming meetings with the Artist Associates, updating them of the forthcoming exhibitions, public engagement and learning programmes. The Artist Associates will deliver, guided by your management and expertise, engaging and innovative workshops for all existing groups and generate new ideas for future programming, working within the budget set by the successful candidate and The Director.

Candidate Profile //

Essential Experience and Skills

We are seeking candidates who have a minimum of 3 years experience managing small teams together with evidence of:

- Experience of working with artist educators, curators and artists in the delivery of innovative and engaging Public Engagement and Learning activities
- Experience of working with schools, educational organisations, partnerships, arts organisations and community groups
- The ability to work closely with partners and other organisations on project creation and delivery, and to maintain these relationships into the future
- Proven ability to inspire, lead, challenge and support project attendees, colleagues, stakeholders and supporters
- Proven high quality project management and organisation skills

- Experience of successful fundraising from Trusts, Foundations, Charities and other public bodies together with an understanding of the importance of developing earned income and private giving.
- Ability to work on own initiative and prioritise, delegate and organise a varied workload to meet deadlines
- Maintaining an overview while being attentive to detail
- A proven record of sound and prudent financial management that includes delivering balanced budgets and confident fundraising
- Working with and managing relations with major stakeholders

2.2 Essential Knowledge & Training:

- Excellent knowledge and understanding of current arts educational policy, best practice, local and national political landscapes
- Up-to-date DBS check
- A broad knowledge of contemporary visual arts
- An informed interest in, and commitment to, the type of work presented by Southwark Park Galleries
- An understanding of the importance of engaging with the community to facilitate inclusion and to foster local support for the organisation's activities
- An understanding of the importance of commissioning a diverse range of artists, in accordance with the gallery's Equality, Diversity and Inclusion policy
- An understanding of the financial accountability requirements of a small to medium size charity
- An understanding of sound financial / budget / grant management
- The ability to build and manage complex projects, relationships and partnerships to a high standard, on time and on budget
- Experience of leading negotiations with partners, funders, sessional staff, suppliers and other contractors
- The ability to write clear and effective reports, evaluations, budgets and schedules

- A flexible, creative and innovative approach to working in a variety of contexts, both formal and informal
- Confidence in building relationships and collaborating with a diverse range of people
- A creative ‘can do’ approach to problem solving
- A positive attitude to flexible working hours as appropriate to a diverse programme of workshop activities, exhibitions, events and meetings
- The ability to develop a network of peers to exchange ideas, develop practice and knowledge
- An awareness of current and evolving opportunities for marketing arising through the use of new technologies and social media
- Knowledge of Health and Safety working practice within public buildings
- IT skills (ideally utilising Apple equipment and related operating systems)

How To Apply //

Please submit your application comprising the following documents by email with the subject title ‘Public Engagement Manager Application’ to:

admin@southwarkparkgalleries.org

1. Document 1: Your CV (max 2 A4 page, word format) titled ‘[Your surname and name] CV’.

To remove the risk of unconscious bias, shortlisting will be completed via a blind CV analysis and invitations to interviews will adhere to the Rooney Rule. This means we can recruit based on your knowledge and skills, and not background, gender or ethnicity. Therefore please do not include personal information that identifies you in either your CV or Cover Letter, and include this information in Document 3 only.

2. Document 2: Cover Letter (max 1 page, word format) titled ‘[Your surname and name] Cover Letter’

Tell us about why you would like to work with us and the qualities and experience you would bring to the role, with reference to the job description. Please state your earliest available start date.

3. Document 3: Personal Information page (max 1 page, word format) titled '[Your surname and name] Personal Information' and includes:

Name/title

Educational institutions

Age

Gender

Email address

Postal address

Phone number

Nationality/immigration status

Names and contact details (email and mobile no.) of 2 referees (only contacted should appointment offer be made following interview)

4. Completed Recruitment Questionnaire form (download via the link below or from our website)

http://southwarkparkgalleries.org/wp-content/uploads/2021/03/2021_Southwark_Park_Galleries_Recruitment_Questionnaire.pdf

The Bermondsey Artists' Group managing Southwark Park Galleries is an equal opportunities employer and especially welcome interest from Black, Asian, Minority Ethnic, Neurodiverse, D/deaf and disabled candidates.

Please Note //

Documents 1, 2 & 3 must be submitted to us in WORD FORMAT not PDF

Please ensure that documents 1, 2 & 3 file names begin with your Surname (your application documents will be anonymised prior to the selection panel's receipt of them).

The contents of the Recruitment Questionnaire Form is strictly confidential and kept securely prior to destruction in accordance with our Data Protection Policy.

Recruitment Schedule //

Deadline for applications: Friday 25 June 2021, by 6pm

We regret that applications received after that time cannot be considered.

Interviews will be held: Wednesday 7 July 2021

Shortlisted candidates will be contacted by phone or email and invited to attend. Start date and handover period will be arranged upon appointment with the successful candidate and Director.

Unfortunately we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by Wednesday 30 June please assume that you have not been shortlisted in this instance.