

Public Engagement Manager // Recruitment Pack



About Southwark Park Galleries

Southwark Park Galleries is an interdisciplinary arts organisation set across two distinctive venues, including a Grade II Listed deconsecrated church and purpose built gallery and community garden, in the heart of Southwark Park, London.

Through our locally relevant and internationally significant programme of exhibitions, performances and public engagement, our mission is to connect people using the intersection of art, nature and culture to facilitate meaning and wellbeing across communities.

Established in 1984, we have a thriving reputation as a test site for experimental practice by commissioning artists at a critical stage to make their most ambitious work. Our public engagement and community work welcomes everyone.

Our location means we can provide a rare civic offer of vital green and open cultural space for our park neighbours and beyond.

In 2024 we celebrated our 40th Anniversary, where we strengthened our local, national and international partnerships, amplifying our purpose of making creativity central in building a more engaged and inclusive society.

Southwark Park Galleries is the operating name of the Bermondsey Artists' Group, a registered charity (no. 1073851) and Arts Council England National Portfolio Organisation. southwarkparkgalleries.org

Public Engagement Manager

The role is an integral part of the daily life of our charity, leading the strategic development of our renowned community engagement and life-long creative learning programmes for local people.

The Public Engagement Manager develops and manages a meaningful community engagement programme for our diverse local and national communities, including workshops, courses, clubs, residencies, talks, performances, community exhibitions, partnership collaborations, and other learning and social inclusion events.

The successful candidate will be responsible for fundraising and delivering high quality free programmes for participants of all backgrounds from ages 0-80+yrs across both our sites.

You will have a demonstrable passion for cultural education and wellbeing, and have good experience of delivering meaningful creative programmes.

You will work with a pool of freelance professional artists (Artist Associates) to deliver the programmes, so you will ideally have previous experience of managing people.



Seniors Art School with Queer Botany

Job Description

Contract Type:	Part-time, Permanent
Working Hours:	3 days, 9am-5pm, with some evening & weekend work with TOIL
Salary:	£20,163 per annum (£33,605 pro rata) PAYE & Pension Contribution
Annual Leave:	16.8 days pro rata (excluding bank & UK public holidays)
Probation Period:	3 months
Notice Period:	3 months
Reporting To:	Director
Line Management:	Freelance Sessional Staff and Programme Assistant (placement)

Strategic Public Programme Management

- Work closely with the Director to lead and manage the delivery of an inclusive and strategic programme of public engagement reflecting national excellence whilst remaining locally relevant.
- Develop engaging and innovative workshops for all existing groups and generate new ideas for future programming.
- Develop, manage and deliver public programming in response to the exhibition programme and touring projects, devised in collaboration with the Director, Deputy Director, gallery partners, freelance curators and exhibiting artists.
- Develop strong and meaningful long-term partnerships with both local neighbourhood and community groups and national peers .
- Work closely with the Director & Deputy Director on the programming and management of the Bermondsey Bothy Residency Programme, Salter Space programme and related events.
- Line management of part-time Public Engagement Assistant, a university student placement in partnership with Central Saint Martins, London (2 days per week, until June 2025), who supports all activity.
- Management of freelance Community Gardener and sessional freelance staff including Artist Associates, artist educators and assistants, ensuring they are updated on forthcoming exhibitions, public engagement, learning programmes and fundraising initiatives.
- Provide informal artist development and mentoring for public programme activity.

Fundraising & Finance

- Prudent financial management of all public engagement programme budgets.
- Work with our Director, Strategic Development Director & Deputy Director on fundraising for all public engagement programming and research alternate funding streams and initiatives.
- Funder and stakeholder liaison, evaluation, reporting and public advocacy for the organisation.
- Ensure that all projects are delivered on time and on budget.

- Work with the Gallery Manager and Strategic Development Director to supply accurate monitoring information required by funders (Arts Council England, Southwark Council, local charities, trusts and Foundations), our Accountant, Companies House and the Charity Commission, as required.

Audience Development

- Work with the team to increase live participation and online engagement across all elements of the organisation's operations.
- 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, marketing and promotion.
- Maintain effective monitoring and visitor information and ensure this is shared with the team, funders, and partners to better facilitate the development of future activities and influence reactive relevant activity.
- Advocate and represent the gallery at public events, local community meetings, seminars, conferences, as required.
- Maintain and promote the mission, ethos, aims, objectives and visual identity of Southwark Park Galleries at all times.

Other

- Ensure the organisation meets all of its statutory and legal responsibilities as a not-for-profit company Limited by Guarantee and as a Registered Charity.
- Ensure the organisation 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 etc).
- Maintain existing efficient administration systems, record keeping and filing.
- Undertake other duties as may reasonably be required by Director and/or Board

Person Specification

- A confident knowledge of and passion for contemporary art and education.
- Experience of producing public engagement / education programmes.
- Experience of devising, developing and delivering workshops, arts programmes and associated arts administration.
- Experience of small team and artist management, and possess an enthusiastic people-focused management style.
- A highly organised and reliable team player, who enjoys working as part of a small and committed team.
- Excellent communication skills (written and verbal).
- Experience of writing or contributing to successful fundraising bids, and fundraising strategy

- Good understanding of financial management
- Ability to monitor and manage income / expenditure budgets and financial records
- A calm problem solver and ability to juggle multiple projects simultaneously: on time, and on budget
- Good track record of audience/participant development
- Experience of creating digital content
- Possess the ability to travel to external meetings, exhibitions, etc. as required
- Demonstrate a shared commitment to the mission, goals, objectives and activities of Southwark Park Galleries
- Strong commitment to the gallery's continuing effort to lead on equality, diversity, inclusion and environmental sustainability
- Basic understanding of the charitable sector, or a desire to learn

How to Apply

We are committed to inclusion and equal opportunities. We actively encourage applicants from all backgrounds, ages, genders, social and economic backgrounds, ethnicities, religions, sexual orientations, those who identify as neurodiverse, D/deaf, and those with or without disabilities.

You can confidentially contact us via admin@southwarkparkgalleries.org should you have any access requirements or need any adjustments to be made in order to apply or attend an interview.

Application Process & Schedule

To apply please send the following 4 documents by email using the subject heading '**Public Engagement Manager Application**' to: admin@southwarkparkgalleries.org

To remove risk of unconscious bias, shortlisting will be completed via a blind CV system and invitations to interviews will adhere to the Rooney Rule. Your application documents will be anonymised prior to the selection panel's receipt of them, hence the requirement for their Word document file type.

Therefore, **please do not include personal information that identifies you within your CV or Cover Letter**, and include this information instead in Document 3 only, see below.

1. Cover Letter // Submit in Word Format

Maximum x 2 sides A4, titled as follows: [**Surname_firstname_Cover_Letter**]

Please answer the following three questions:

1. Why would you like to work with Southwark Park Galleries?
2. Which qualities and experiences would you bring to the role?
3. What is your earliest available start date?

2. CV // Submit in Word Format

Please provide your CV on a maximum of x 2 sides A4, titled as follows:

[**Surname_firstname_CV**]

Please include the name and contact details for 2x referees within your CV.

Referees will only be contacted should an appointment offer be made following the interview.

3. Personal Information Page // Submit in Word Format

Maximum 1 page, titled as follows: [**Surname_Firstname_Personal_Information**]

Please include the following information:



- Full Name
- Educational Qualifications
- Age
- Gender
- Email address
- Postal address including postcode
- Phone number
- Nationality and immigration status
- (if appropriate)
- Names and contact details
- (email and mobile no.) of 2 referees

4. Completed Equality & Diversity Monitoring Questionnaire

Please complete the online form and save it as pdf or word format and include it within your application email.

[Download via this link](#) or via our website.

Once completed, it is to be included within your Application email.

The contents of this form are anonymous and strictly confidential. Information submitted will be kept securely prior to its destruction in accordance with our Data Protection Policy. This information is used for anonymous monitoring purposes only and is not available to the recruitment panel.

Deadline for Applications: Sunday 2 February 2025 at Midnight

We regret that applications received after that time cannot be considered. Shortlisted candidates will be contacted by phone or email by close of Friday 7 February.

Interviews: Wednesday 12 February 2025 (in person)

Start Date & Handover: will be arranged upon appointment, the role will commence during March - April 2025 pending notice arrangements.

Unfortunately we are unable to write back to applicants at the shortlisting stage, or to give specific feedback on why you may not have been shortlisted. If you do not hear from us by the end of Friday 7 February, then please assume that you have not been shortlisted in this instance.

If you require any assistance with the recruitment procedure or have any questions regarding the role, please contact us via admin@southwarkparkgalleries.org or call us on 0207 237 1230 within office hours (9am-5pm).



Diamond Dogs Educational Unit Workshop for Young People led by artists Larry Achiampong & Zara Truss Giles.