

Post Specification

Post Specification - Key Information

- **Post Title: Creative Community Engagement Facilitator**
- **Date: April 2025**
- **Post Group Number: 8553**
- **Job Family: Customer Engagement**
- **Job Family Role Profile: CE8ii**
- **Final Grade: 8**

To be read in conjunction with the job family role profile.

Service Area Description

This role sits within the Cultural Services | Community Infrastructure team.

This post involves working across Westmorland and Furness, with teams across the Council, residents, cultural organisations, artists, community networks, charities and other organisations.

Purpose of this Post

The purpose of the role is to bridge the gap between creativity and community engagement by facilitating projects, programmes, and initiatives that inspire, empower, and connect people.

This post will play a key role in fostering collaborative environments that empower individuals and amplify the voices of underrepresented communities.

The post will work directly with diverse communities to develop and deliver programmes that not only ignite creativity, but also empowers communities - promoting health, wellbeing and sense of pride. This role requires an understanding of social justice, cultural equity, and a clear understanding of the needs and challenges facing communities across Westmorland and Furness.

Key Job Specific Accountabilities

1. **Community Engagement / Co-Design:** Lead and facilitate the co-design of community-driven creative programmes, ensuring active community involvement and collaboration.
2. **Programme Design and Execution:** Oversee creative activities and events, ensuring timely and high-quality delivery, within budget and to a high standard.
3. **Delivery, Monitoring, and Evaluation:** Support the delivery of programmes, monitor progress and give feedback.
4. **Creative facilitation:** Facilitate inclusive workshops that encourage community members to express their creativity and collaborate.
5. **Event Representation and Marketing Collaboration:** Attend relevant activities and cultural events, representing Westmorland and Furness; as well as act as an advocate for the community and develop case studies.
6. **Impact Assessment and Reporting:** Feedback on the success and impact of programmes, providing insights and recommendations for improvements.
7. **Budget and Financial Reporting:** Work within existing budgets, track expenditure, and ensure compliance with funding requirements along side Strategic Lead for Culture.
8. **Stakeholder Liaison:** Develop and build on partnerships with stakeholders and partners.

9. **Compliance and Risk Management:** Ensure all activities comply with health and safety, legal, and organisational policies, liaising with council departments where required
10. **Grant, Funding and Proposal Development:** Contribute to funding proposals to develop new programmes of work.

Please note: Annual targets and key performance indicators will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** The role involves working within budget parameters, ensuring income and expenditure is tracked.
- **Staff Management Responsibilities:** No employee management responsibilities, however, you will recruit and manage specialist freelancers when required.

Essential Criteria

Knowledge:

- An understanding of creative and community engagement, and the principles of co-creation and co-design, ensuring the active involvement of residents in shaping programs and initiatives.
- Strong knowledge of best practices in the design, development, and implementation of community-focused creative programs that are inclusive and aligned with strategic goals.
- Familiarity with health, safety, legal regulations, and organisational policies relevant to community programmes and events, ensuring activities comply with required standards.
- Understanding of the monitoring and evaluation processes.

Experience:

- Proven experience in managing creative and community-based programmes and projects.
- Experience working with diverse stakeholders, including local communities, artists, and external partners, ensuring effective communication and collaboration.
- Experience of working within budget parameters.
- Experience contributing to funding proposals.
- Experience in representing organisations at community events, industry conferences, and networking opportunities, building relationships and promoting the organisation's work.

Expertise:

- Creative and compassionate.
- Deep understanding of how to use art, culture, and storytelling to build community power.

Disclosure and Barring Service (DBS) Checks

- This post requires an Enhanced Children and Adults DBS check.

Job Working Circumstances

- **Emotional Demands:** Occasionally may deal with challenging situations within communities, such as dealing with vulnerable people
- **Physical Demands:** Normal
- **Working Conditions:** Normal