

## Community Outreach Lead

The role of Community Outreach Lead is to ensure that the festival engages as many areas of the local community as possible, be it as participants or hosts. Using your knowledge and understanding of Nottingham and its different communities you will ensure the Nottingham Poetry Festival (NPF) programme is accessible to everyone. As well as playing an active role in supporting festival events you will specifically help support the Creative Director to grow some of the new initiatives we have been cultivating.

Responsibilities include:

Working with partners and groups new to the festival

- Bring new ideas to the table about how we better engage the local scene and be able to execute them independently
- Support the many community and voluntary events that are part of the festival schedule (and oversee the event support budget for the groups)
- Support the Evaluation of the festival by documenting the work you initiate as part of the festival
- Oversee the 'Discovery Tickets' initiative (subsidised main event tickets for groups new to poetry)
- Support our partnership development – links with Read Nottingham, Non Such, Wrestling Resurgence, The Wildlife Trust & the Libraries to draw new audiences to the festival
- Support the Creative Director with the volunteer initiative – acting as first point of contact for volunteers working on the festival

Team work

- Link into the Marketing and Comms lead to profile your work / events / groups taking part
- Be an ambassador for NPF – acting as lead contact for designated events / host when appropriate
- Liaise with the team to maximize the impact of the festival

### Person Specification

Skills and Experience	Desirable	Essential
First rate organisational skills		Yes
Previous experience of community outreach work	Yes	
Artform knowledge	Yes	
Experience of partnership working / creative project delivery		Yes
Literate and Numerate		Yes
Good with People e.g. experience of audience engagement		Yes
Team player / experience of work with volunteers		Yes
Commitment to inclusion		Yes
Knowledge of Safeguarding (Child protection/ vulnerable adults)	Yes	

**The maximum value of this contract is £4500 for approximately 225 hours work between March and June 2020. The majority of work will happen between now and May 2020 but there may be some work post-festival to support steering group activity and reporting.**

**A mutually agreeable payment schedule will be agreed with the contractor on award of the contract.**

**Flexible working arrangements at a time and location to suit you.**

## **The Small print**

All contracts are offered on a freelance basis so you need to be equipped with a laptop / mobile. You must also be registered as self-employed with HMRC.

## **What we can offer you**

Payment in line with the outcomes listed above

A fair fee

We are funded by ACE / Sponsorship. We will always pay you as soon as we can after submission of invoices. Any agreed expenses or subsistence costs can only be reimbursed on submission of receipts.

An opportunity to work on a growing festival with some excellent artists already booked and lots of opportunities to make your mark to enable the 5<sup>th</sup> festival to be the best yet.

## **Terms and Conditions**

1. You will be responsible for your own Tax and NI when working for NPF
2. Any expenses payments (related to NPF) will be agreed in advance
3. The contract can be terminated by either side with 4 weeks' notice
4. We retain the right to withdraw the offer of work in the unlikely event that the contractor carries out any actions that bring the festival or Confetti Media Group into disrepute or if our funding is withdrawn.

## **Want to apply?**

Please complete the online web form and attach your CV. Please also let us know when you could start work and any pre-existing commitments that might impinge on your ability to deliver this contract.

**The deadline for submissions is 5pm on 28/02/2020.**