

Job Title: Learning & Community Engagement Manager (Part Time – 3 days per week)

Grade/Salary: £26,511 - £29,577 pro rata for 3 days per week

Location: Midlands Art Centre (MAC), Cannon Hill Park, Birmingham

Reporting to: Executive Director

Responsible for: Freelance workers, volunteers

Type of Contract: Part time, temporary (3 days a week)

Period of Employment: April 2021 to October 2022

The post has been made possible through support from the National Heritage Lottery Fund.

Introduction to organisation

Sampad's mission is to connect people and communities with South Asian and British Asian arts and heritage and to play a cutting-edge role in the creative economy. Sampad believes in the power of arts and heritage to impact widely on all communities – breaking down barriers, raising important issues, amplifying unheard voices and bringing people from all walks of life together. We support, commission and co-produce a huge variety of arts and heritage activities inspired by diverse artforms that originate from India, Pakistan, Bangladesh and Sri Lanka.

We receive kind support from Arts Council England and Birmingham City Council and work closely and strategically with [Midlands Arts Centre](#), where we are based.

Background to post

Sampad, in partnership with Birmingham Archives, has been awarded a grant by the Heritage Lottery Fund to deliver a new project which explores Commonwealth Migration to Birmingham through a collection of photographs taken in a photography Studio in Balsall Heath. The project '*From City of Empire to City of Diversity: A Visual Journey*' will see 10000 photographs from Ernest Dyche's photography studio be ordered and indexed so that they will be available and accessible for viewing in Birmingham Archives, based at the Library of Birmingham.

To celebrate the Commonwealth Games coming to Birmingham in 2022, the project will also deliver an activity and learning programme to bring the collection to life and help increase engagement with this unique collection. Some of the key events the programme will deliver include;

- A 3 month exhibition exploring Commonwealth Migration at Library of Birmingham, using the Dyche and other contemporary photography collections housed in Birmingham Archives
- A touring exhibition for display at local community venues and a custom exhibition for primary schools
- A series of talks researched and delivered by volunteers for residential and local care homes
- Artistic workshops during the summer holidays which are inspired by the collection's heritage
- Training for secondary school teachers and usable resources/activities for primary schools which show how to link the curriculum to the Dyche Collection
- Drop in family activities, talks, tea parties and other relevant events at the Library of Birmingham and community venues

JOB PURPOSE

Sampad are therefore looking for an experienced and enthusiastic individual to manage the administration, organisation and delivery of the learning and community engagement programme. The candidate will liaise with all staff working on the project including staff from Library of Birmingham, with instructions and assistance provided by the Executive Director at SAMPAD and the project's Steering Group & Exhibition Planning Group.

Key accountabilities

- Contribute to the overall development and operation of the *'From City of Empire to City of Diversity: A Visual Journey'* project
- Develop, plan and manage the delivery of the learning and community programme
- Oversee partnership working with the various partners and stakeholders
- Undertake required monitoring, evaluation and reporting throughout

Specific Duties

- Recruit the freelance staff and oversee delivery of workshops and engagement programme from April 2021
- Manage the volunteers working on the project by overseeing any new recruitment, delivering inductions, organising necessary training and providing continuing support and guidance for them, acting as their first point of contact
- Develop partnerships with local care and residential homes
- Develop and deliver the community events and talks by negotiating with venues, contracting artists/speakers and sourcing venues and materials required
- Work alongside the Exhibition Planning Group to ensure that its exhibition themes are reflected in outreach and engagement activity and support the EPG where required
- Ensure that the exhibition and associated engagement activities are communicated and where possible linked in with the Commonwealth Games 2022 cultural programmes and activity
- Work with the Marketing Manager at Sampad and Birmingham Archives to promote the collection, the project and ways members of the public can get involved

- Work with the Sampad team and freelance artists to create the school resources outlined in the project plan
- Continue developing relationships with organisations and areas who are linked to Commonwealth Migration
- Plan and oversee a training day for secondary teachers, sourcing venues, trainers and refreshments and managing the promotion and registration.
- Plan and deliver engagement activity for families for the LoB exhibition in 2022, sourcing appropriate props and costumes, organising staff and volunteer rotas and developing relevant activities
- Manage the implementation of all safeguarding policies and health and safety requirements to deliver the activities
- Manage the Activity Budget
- Work alongside the Evaluation Consultant to implement and manage the evaluation for the programme, providing all monitoring information to the Evaluation Consultant and Sampad Executive Director for reporting back to HLF

Personal Specification

The successful candidate will have:

Experience

Essential

- Experience of working in the arts/heritage sector for at least 3 years
- Proven management experience and the ability to lead a small team of freelancers and volunteers
- Experience of working in partnerships across a range of sectors and communities
- Experience of working with primary and secondary schools in an artistic/heritage capacity
- Experience of delivering workshops and engagement activities to schools and communities
- Experience of managing a budget
- Experience of managing volunteers
- Experience of working with Black, Asian and other minority communities
- Experience of writing lesson/activity plans and risk assessments

Desirable

- Experience of developing online participatory content
- Experience of working with vulnerable adults
- Experience of working on the installation of an exhibition
- Experience of working on a HLF project

Knowledge

Essential

- Appreciation of the diversity amongst Commonwealth Migrant communities in Birmingham
- Knowledge of legislation and protocols around safeguarding vulnerable individuals, complying with GDPR regulations and managing health and safety risks
- Knowledge of how to engage with people of different ages and plan age appropriate activities
- Knowledge of how to produce high quality events

Desirable

- Knowledge how the Commonwealth migration impacted Birmingham historically
- Knowledge of archiving practices

Skills

Essential

- Willingness to work to flexible working patterns including weekends/evenings
- Ability to use Microsoft Office and other basic ICT software
- Ability to negotiate and motivate others
- Excellent Communication and Presentation skills
- Ability to work effectively under pressure and to deadlines
- Ability to work with and lead a team
- Ability to develop evaluation and content gathering methods
- Willingness to undertake an enhanced DBS Clearance (arranged by Sampad)

Desirable

- Knowledge of HLF monitoring forms

Hours: 22.5h per week. This role does include working some evenings and at weekends as per project demands.

Annual Leave: 24 days p/year including 4 fixed days (pro rata)

Overtime: Sampad does not pay extra for any overtime undertaken by employees, but uses Time off in Lieu (TOIL).

Equal opportunities: Sampad is an Equal Opportunities employer

