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Job Description

Job Title	Community Partnerships Manager
Department	Communities & Neighbourhoods
Grade	D
Location	Barbican Centre
Responsible to	Senior Producer (Communities & Neighbourhoods)
Responsible for	Freelance and casuals staff working on programmes

Purpose of Role:

As part of the **Communities & Neighbourhoods Team**, the **Community Partnerships Manager** will lead on the development and delivery of the Barbican's Community Partnership Programme. This programme is funded by Arts Council England and focuses on nurturing collaborative relationships between the Barbican and community organisations who work with people who are often excluded or ignored by dominant culture.

The current programme includes partnerships with Headway East London, Accumulate, Key Changes, Age UK, and May Projects through both our in-depth, long term Community Collaborator model, our newer, more responsive Communities In Residence programme and our wider community network.

Alongside the management of this programme the Community Partnerships Manager will play an essential convening role both within and beyond the organisation. Bringing together colleagues, peers, communities, and neighbours with different lived, learnt and practiced experience to share, learn and collaborate together.

Community partnerships:

- Work with colleagues to nurture and maintain strong relationships and open communications with a wide range of local charities and community organisations working with people who are often excluded from dominant culture due to financial, health or social barriers.
- Lead on the continued development of our three-year Community Collaborator model, focusing on strengthening two-way exchange, collaboration and learning between the Barbican and our first and current Community Collaborator, Headway East London.



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- Lead on the continued development of our Communities In Residence programme, working with partners to build trust and deepen relationships, and collaborating with internal teams to shift how we think about space use within the Barbican Centre.
- Develop and nourish relationships with and between our community partners and wider network through regular communication, meetings, conversations, and exchange both in person and online.
- Identify and nurture new relationships and partnership models by playing an active role in a range of networks and groups and having an awareness of community-led initiatives and practice.

Convening & Connecting:

- Build strong relationships with colleagues and teams from across the organisation, creating space for people to connect with the insights, ideas and expertise of our community partners.
- Collaborate with colleagues and teams from across the organisation to support the development of innovative and meaningful ways for our community partners and networks to connect with and benefit from the Barbican's programme and venues.
- Contribute actively to sharing learning, insights, research and evaluation from the Community & Neighbourhoods team's work with colleagues and peers both within and beyond the organisation.

Programme delivery:

- To manage programme budgets, in conjunction with the Senior Producer, producing detailed costings of planned programme and initiatives and updating relevant partners where necessary.
- To work with the Senior Producer and Senior Production Manager to maintain an overview of all activities, schedules, budgeting, delivery and staffing requirements.
- To oversee logistics for the smooth running of programmes. This might include:
 - Liaising with partners, facilitators, artists, freelancers and other stakeholders delivering or participating in programmes-
 - Organising zoom sessions and space for activities
 - Considering social distancing methods for activities
 - Maintaining an overview of safeguarding procedures
 - Organising casual staff, and specialist freelancer support needed to deliver programmes
 - Administrative support such as circulating briefs, managing contact databases etc.



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- To liaise with colleagues, including marketing and communications, to develop audiences and participants, and co-ordinate marketing assets including website updates, press releases, newsletters and print material.
- To prepare and process contracts and maintain financial systems including purchase orders, invoices, and timesheets (CBIS is one of the main systems used at the Barbican).

Research, Evaluation and Learning:

- Support the design and implementation of evaluation for the Community Partnerships Programme, using dynamic and forward-thinking models of evaluation and research methodologies relative to community engagement and arts practice.
- Encourage and facilitate learning and information exchange between partners, wider community networks and teams within the Barbican.

General:

- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To ensure that all Disclosure & Barring Service (DBS) and Child Protection checks are administered correctly and to liaise with the Producers to ensure that all artists, workshop leaders and any assistants who will work with children or vulnerable adults are DBS checked and that all safeguarding guidelines are adhered to.
- To contribute to the maintenance of all office systems to ensure smooth running of department including schedules, budgets, personal and project filing.
- To maintain the contacts database of project personnel; recording attendance and feedback post-event; maintaining all project and departmental files, including Equality and Inclusion monitoring.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.



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Person Specification

PERSON SPECIFICATION	
Job Title	Community Partnerships Manager (Communities and Neighbourhoods)
Department	Communities and Neighbourhoods
Grade & Level	D Level:
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Excellent knowledge of Microsoft Office including Word, Excel and PowerPoint (A)

Skills & Experience Required

We are looking for someone with the following skills and interests:

- You care about social impact and the civic role of arts and culture.
- You love working with people, and thrive on personable, inspiring exchanges.
- You are a generous collaborator, a good listener and enjoy working with others to make interesting things happen.
- You believe deeply that everyone's contribution matters, and that we should invest in, nurture, celebrate, encourage and support everyone to make and share their cultures and creativity in a breadth of ways.
- You are committed to racial, social and economic justice and to developing your learning in this space.
- You feel comfortable tackling prejudice and stereotypes in order to cultivate deeper understanding and connection between people.



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- You are happy holding conversations with anyone, making people feel confident they are being listened to and that their words matter.
- You can bring new skills, insights, and perspectives to our team and/or have lived experience that allows us to examine our work from new perspectives.
- You are comfortable with and excited by change.
- You are able to reflect on how projects and activities have gone, gather and synthesis viewpoints and fold that learning into working out what happens next

We are looking for someone with the following experience:

- Experience of managing long term, complex partnership models and facilitating spaces of collaboration across difference.

Experience of managing contracts and navigating complex administrative systems (a), (I)

- Experience leading on the development and delivery of collaborative projects and content, including recruitment and engagement of facilitators and establishment of contractual terms and specifications for participants(A), (I)
- Ability to act as a facilitator between a number of internal and external stakeholders (A), (I)
- Experience of setting and working with detailed budgets and event schedules (A), (I)
- Experience of creating systems and processes to support project work and event management (A), (I)
- Experience of delivering interdisciplinary projects (A), (I)

Other Relevant Information eg. working hours or desirables (only if applicable)

- Candidate must also be flexible and able to start work at earlier times when required, as well as managing projects on evenings and weekend

Recruitment – Note to Applicants

Experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.



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Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



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Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,060 - £40,750 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a 7 month fixed term basis

Hours of Work

Normal hours of work are 9.15am – 5.00pm, being hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



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Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.