**Current Opportunities**

**Position:** Community Partnerships Programmer

**Pay:** £25,440 per annum

**Job type:** Fixed term role to 31st March 2018 subject to further funding

**Working hours:** 30 hours per week

**Working pattern:** To be agreed between Mon – Fri

This post is funded by

**About the role**

This is a fantastic opportunity to deliver a HLF Community Engagement Plan through developing strong community partnerships and creating audience focused programming. Supporting the organisation to transform our services as part of our mission to be the leading arts and cultural organisation in Coventry, that is reflective of the diverse communities within the City.

You will co-ordinate, promote and deliver a community outreach programme at Coventry Transport Museum with a focus on working with hard to reach audiences, as part of a HLF Community Activity Plan. Developing projects within the local community and reviewing our current offer to identify opportunities for creative programmes based on our collections, and supporting our existing programme of events, exhibitions and educational activities. In addition, you will contribute to the wider audience engagement strategy to ensure a co-ordinated approach to community engagement across the Trust.

This role is a fantastic opportunity for an experienced community developer to utilise their strong interpersonal and project management skills to establish and maintain positive relationships with key stakeholders, to develop and successfully deliver the HLF project alongside other Trust wide activities and events. Supporting the Trust to recognise the importance of Equality, Diversity and Inclusion with our audiences as part of our organisational audience engagement strategy.

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| **We are looking for candidates who have:*** Excellent negotiation and interpersonal skills
* Experience of community partnership in the form of co-curated projects and co-ordinating people to deliver these projects
* Knowledge of audience development & community engagement initiatives used as best practice in the heritage sector
* An understanding of the importance of Equality, Diversity & Inclusion(EDI) and its relevance to this post
* Experience of developing a high profile programme
* Strong project management skills, with a methodical and accurate approach to work.
* A track record of collating and utilising data to inform programming and desired project outcomes
* Experience of supervising and training workers, volunteers to deliver programmes
* Qualified to degree level through a relevant professional body
 | **Key responsibilities will include:*** Successful delivery of the HLF Community Engagement Activity Plan at Coventry Transport Museum.
* Developing community projects with identified target groups that link to wider community engagement activity
* Contribute to the development of the strategic audience engagement policy in consultation with internal and external stakeholders
* Establish and maintain strong relationships with community groups, third sector organisations and service providers
* Liaise with the Audience Development Manager to ensure a coordinated approach to community engagement activity with a focus on EDI
* Capture and maintain appropriate data to use for planning and development
* Schedule, train and supervise workers and volunteers to support activities
* Represent and promote the Trust services through talks, presentations and network meetings
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**Please note this post will be based at the Herbert Art Gallery & Museum, but you will also be required work across other Culture Coventry sites and in the community as part of this role.**

**Closing date for applications:** 13th April 2017 **Interviews to be held on::** 27th April 2017

**About the organisation**

Culture Coventry Trust is one of Britain’s most exciting arts and heritage organisations. Our mission is to be Coventry’s leading arts and cultural organisation, which we aim to achieve through collaboration with cultural partners and the local community, helping to ensure Coventry appreciates and celebrates its rich history and diversity, as a recognised centre of national significance. The Trust therefore plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture bid for 2021.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. We support a regular programme of events, exhibitions and educational sessions and workshops, and attract over 700,000 visitors of all ages per year.