



Community Project Coordinator, Job Role overview

Starting in 2008 as a biennial contemporary arts festival, b-side's programme has now grown to include multiple year-round socially engaged arts programmes. Our programmes, through our current curatorial focus 'Common Lands', engages with the people, place, heritage, culture, and community of the Isle of Portland - and how Portland's beauty, magic, and stories can innovate out and into the world. We are seeking a Community Project Coordinator to work closely with the b-side team to support the coordination and growth of our community engagement, especially connecting with new individuals and groups of people, as well as partners on Portland that b-side has not engaged with before.

The following outlines the post's key roles and responsibilities which, for one day a week will be more general across b-side's 'Common Lands' activities, and for one day a week will be specifically to support the programme, This Land.

For more information on b-side's theme, Common Lands, see: www.b-side.org.uk/projects/common-lands

For more information on b-side's Heritage Lottery Funded programme, This Land, see: <https://www.b-side.org.uk/projects/this-land>

General Roles and Responsibilities

- Coordinate, host, and support b-side events and activities (e.g. workshops, talks, walks), which develop relationships with community groups, individuals, partners, and b-side volunteers.
- Create new connections with community groups, individuals, partners, and b-side volunteers that would like to engage in cultural activities and that b-side has not to date connected with.
- Contribute to b-side marketing and communications by providing information, images, and the relevant funders logos, for social media, e-news and website relevant to the projects you are working on.
- Contribute to b-side's evaluation and project reporting in line with b-side's Evaluation Framework (which encompasses the This Land programme's Evaluation Framework and will be shared during role induction). For example, keeping records of project activity, numbers and demographics of participants, and participant feedback.
- Undertake general administrative and operational tasks - such as setting up and take down of events, coordinating hospitality, recording and storing data to GDPR requirements, purchasing workshop materials and equipment - as and when required.

This Land Roles and Responsibilities

In addition to the above, support:

- The recruitment of community participants for the This Land heritage research groups which will be researching two heritage sites on the Isle of Portland (Brandy Row in Chesil and the landscape surrounding Portland Bill)
- This Land Project Director to organise and run the community research group programme.
- This Land Project Director and b-side's Marketing Manager to develop effective communication routes to reach individuals and community members for This Land project activities that do not rely on social media or online means.
- This Land Project Director to increase the reach of this programme to include individuals and groups who may not usually take part in arts or heritage project activities.
- This Land Project Director to commission manage (oversee the production of new artworks) the artists selected for This Land at the two selected heritage sites on the Isle of Portland.
- This Land Research Facilitator to deliver heritage workshops and activities for the This Land community research groups which will be formed for this programme.

Coordinate:

- The setting up of exhibitions and organisation of key Common Lands and This Land events (e.g. discussions and workshops) in June 2022 and Sept 2022 which aim to share new knowledge of two heritage sites on the Isle of Portland to Portland, UK wide, and international audiences.

And:

- Collaborate with the This Land Project Director and Portland residents on the ongoing development of This Land, ensuring all activities meet This Land's set outcomes.
- Undertake general admin and operational activities for the This Land programme.

Person Specification and Desirable Skills

- An interest in and enthusiasm for the natural and built heritage of Portland.
- Experience of coordinating community events - from small group sessions to larger events with multiple speakers, presentations, and/or other activities.
- Strong interpersonal skills.
- Administrative skills (excel, word, power-point or similar).
- Ability and availability to be present on Portland for all activities and events.
- DBS checked (b-side can also arrange this at induction).