

**KICKSTART JOB ROLE: WE CAN MAKE
DESIGN & ENGAGEMENT ASSISTANT
Application Pack**



If you require this application pack in an alternative format please email dot@kwmc.org.uk or call 0117 903 0444.

Image by Alistair Campbell. A description of the image in this document can be found on the final page.

Thank you for your interest in working with KWMC

Hello! In this pack you will find more information about the job role and how to apply. Here is a bit about us.

Who we are and what we do

Knowle West Media Centre (KWMC) is an arts and digital National Portfolio Organisation (NPO) and registered charity based in Knowle West, South Bristol. Our purpose is to support people to make positive changes in their lives and communities, using technology and the arts. We have 25 years of experience in working collaboratively with people from different backgrounds to develop new and creative models for achieving positive social change.

The KWMC family includes: [Bristol Living lab](#) - a programme of experimentation and co-creation, [Jump Studios](#) - a programme for young people and emerging creatives, [Eight Creative Agency](#), [KWMC The Factory](#) - innovation space for making and digital fabrication, [We Can Make](#) – award winning community led housing initiative and Sustainable Neighbourhoods - leading projects such as [Our Digital City](#). KWMC is also one of the founding members of the [Knowle West Alliance](#).

To learn more about KWMC's history and activity you can visit: kwmc.org.uk/about/

Our core values

- **Integrity:** treating others with honesty, consistency and respect, and being prepared to be held accountable for your actions
- **Imagination:** not being afraid to do or think differently, and being willing to explore new perspectives and creative ways of doing things
- **Collaboration:** working with others to achieve a shared goal, valuing the contribution and expertise that each individual brings
- **Equity:** recognising that in order for everyone to have an equal opportunity to succeed, some people may need additional support – then doing what you can to make this happen
- **Resilience:** staying faithful to your mission and values but having the flexibility to adapt to change

Thank you for thinking this role might be for you. We look forward to hearing from you and receiving your application.

Kickstart Scheme

The Kickstart Scheme is a six-month paid job with a local employer, funded by the Government.

Jobs from the Kickstart Scheme are open to 16-24 year olds, who are claiming Universal Credit, and are at risk of long-term unemployment.

Knowle West Media Centre is working in partnership with [Koreo](#), the UK social change sector's Kickstart gateway, as part of a collaborative effort to power up our sector with exceptional talent and make a real impact on youth unemployment. We have three roles available in the following projects:

- Admin Assistant for Eight Creative Agency
- Project Assistant for Come Together project
- Design & Engagement Assistant for We Can Make

Each role includes a supported development programme delivered by Koreo and training by Knowle West Media Centre. The programme will equip you with the connections, experiences, tools and insight needed to succeed at work, help you to build a peer community of fellows and give you the skills to transition well beyond the placement, and position yourself well for a career that is socially impactful.

All of these posts are funded for a fixed term of six months at 25 hours a week, paid at National Minimum Wage. For more information about Kickstart visit <https://jobhelp.campaign.gov.uk/kickstart>

Role Description

JOB DETAILS

Title: Design & Engagement Assistant – We Can Make

Salary: Fixed term contract for 6 months paid at National minimum wage

Contract period: Fixed term for 6 months, ideal start date May 2021

Hours: 25 hours per week. Flexible working hours to be agreed depending on circumstances between 9am – 6pm

This role will be out and about in the community doing face to face work in Knowle West Media Centre, KWMC: The Factory, community centres and schools/colleges, and will therefore require an Enhanced DBS, which KWMC will arrange and pay for on appointment.

ROLE PURPOSE

Background

We Can Make is a community-led housing Community Interest Company based in Knowle West. We Can Make creates affordable community-led homes on micro-sites, and creates community wealth through localising the production of the homes using digital fabrication tools and tech.

Job Purpose

The Design & Engagement Assistant will work as part of the We Can Make team to:

- 1) support the smooth administration and delivery of the project
- 2) support the engagement and participation process with local residents
- 3) develop visualisations and graphic content for the project.

KEY RESPONSIBILITIES

The key responsibilities for this role are:

Project Administration

- Setting up meetings and circulating agendas
- Taking minutes and notes during meetings
- Collation and synthesis of notes from ideas sessions
- Maintaining the project filing system
- General admin duties
- Data entry

Engagement & Participation

- Tracking and evidencing the progression of participants through the We Can Make
- Supporting engagement of new people in We Can Make, including at events, door-knocking, and online
- Helping to document the experience of participants in We Can Make, including photography and film content, including in co-design sessions and workshops.

Design

- Helping to develop visualisations and graphics that illustrate key elements of the

project

- Contribution to the design of co-design sessions.

Equal Opportunities: Our Commitment

KWMC welcomes and celebrates diversity and differences between people and the strengths these bring to our communities and workforce. KWMC aims to provide excellent and efficient opportunities and services enabling everyone to fulfill their potential. To do this we must give everyone equal access to services and job opportunities. Treating everyone the same does not necessarily give people equality of opportunity. Sometimes we need to treat people in a different way to give them the same access to a service or job.

We recognise that everyone is different and we will treat people as individuals.

Ideal Candidate

We are looking to work with someone who is well organised and keen to learn and develop new project design and delivery skills, and has some graphic design skills that they want to develop in the context of practical projects.

Ideally, you will have a passion and flair for engaging and working collaboratively with diverse people - able to bring your own initiative, creativity, curiosity and enthusiasm for people and community led processes of collaboration and co-creation.

Essential skills, experience and qualifications

- Proactive attitude
- Good written and verbal communication skills
- Graphic design skills
- Passion for working in community contexts, with people from all different backgrounds and ages
- Enjoys sharing creative ideas and being part of collaborative processes
- Good time management and time keeping skills
- Good file management and file management skills
- Attention to detail and commitment to follow organisational guidelines and policies
- Strong organisational skills and a problem solving attitude
- Proficient experience with Microsoft Office (including Microsoft Word, Microsoft Excel, Microsoft Powerpoint)
- Self-motivated

Skills and opportunities to develop as part of this role include:

- Opportunity to learn project administration skills.
- Opportunity to learn how to plan, manage, risk assess and deliver all aspects of community-led housing project.
- Opportunity to improve confidence, teamwork, community and partnership communications
- Opportunity to work in the community housing sector and build networks both within the industry and with other community stakeholders and professionals

Application & Recruitment Process

How to apply

Jobs from the Kickstart Scheme are open to 16-24 year olds, who are claiming Universal Credit, and are at risk of long-term unemployment.

All applications must be made through the Job Centre via a DWP Work Coach.

When you have spoken with your Work Coach, please email your application to dot@kwmc.org.uk

Please send:

- 1) A cover letter (no more than 2 sides of A4, font size 12) answering and including:
 - A bit about your background and personal passions and motivations
 - Why you are interested in this job
 - Any relevant skills and knowledge you have; these can be from both inside and outside of work.
- 2) An up-to-date CV including 2 references (no more than 2 sides of A4, font size 12)

Please also complete our online anonymous [Equalities Monitoring Form](#) - the information you share will not be stored with, or linked to, your submission. Completing the form helps us understand whether we are reaching people from a range of backgrounds through our promotion of this opportunity.

If you have any access needs that require you to submit your proposal in another format, please get in touch so we can help you find a suitable option. All applications will be assessed according to the same criteria and submitting in a different format will not affect your chances of being selected.

Timeline

Application deadline: 9am on Monday 10 May 2021

Shortlist: We will contact shortlisted candidates within two days of the application deadline.

Interviews will take place via Zoom on 13th and 14th May 2021

We are looking for someone to start as soon as possible.

No recruitment agencies please.

Recruitment Process

We welcome and encourage applications from those currently underrepresented in our workforce and in the arts community; particularly any applicant who identifies as working-class, as a person of colour, transgender, non-binary or genderqueer, D/deaf, visually impaired, disabled or neurodivergent.

We guarantee an interview for anyone who identifies as one or more of the above and fulfils the minimum requirements of the role. **If you would like this to be a consideration please indicate in your application.** We will not use your Equal opportunities form to assess your eligibility. All applications will be assessed on merit.

Offer of employment: All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

Contact

Please get in touch with any questions: contact dot@kwmc.org.uk or call 0117 903 0444. If you'd like to talk to someone confidentially about any concerns of queries in advance of making an application, please contact Michaela: michaela@kwmc.org.uk

Credits

We Can Make is supported by Nationwide Foundation and Homes England.

Knowle West Media Centre is supported by Bristol City Council and supported using public funding through Arts Council England.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Image Descriptions

This application pack contains an image to illustrate the work of KWMC:

1. A green poster is attached to a wooden wall panel. The poster has the words Knowle West Style in the centre. Around the edges are small collages of houses in a variety of shapes and colours.