

COME JOIN US AT  
**KWMC**★  
KNOWLE WEST MEDIA CENTRE

**RESEARCH PROGRAMME LEAD  
APPLICATION PACK**

If you require this application pack in an alternative format please email [michaela@kwmc.org.uk](mailto:michaela@kwmc.org.uk) or call 0117 903 0444.

Descriptions for the images included in this pack can be found on the final page.

**THANK YOU FOR YOUR INTEREST IN WORKING WITH KWMC.**

Hello there! 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/](http://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.



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## **RESEARCH PROGRAMME LEAD - ABOUT THE ROLE**

Are you passionate about the power of research in communities to challenge us to change the way we think about and interact with the world, to introduce new ideas and contribute to positive change?

Are you keen to work with universities and researchers from across the world, advocating for the value of place-based learning that contributes to long term systems change and tangible benefits for the community?

KWMC are looking for a dynamic, careful, collaborative research lead who is keen to work with our community and team, building community knowledge and social infrastructure.

A passion for creativity, tech and communities is at the heart of all our projects and we want to ensure that research is embedded across our work.

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

This application pack a condensed version of the job description, if you would like to read the entire document then [please click here](#).

## **JOB DETAILS**

Job Title: Research Programme Lead

Salary: £29,879 - £32,323 per annum (pro-rata) (Grade 2)  
£24,226 - £26,208 per annum for 30 hours

Hours: 4 days of week (30 hours per week)  
Flexible working

Contract: Permanent (subject to funding)

Location: Knowle West Media Centre, Leinster Avenue, Bristol, BS4 1NL and the Factory, Filwood Green Business Park, BS4 1ET.

Line Manager: CEO - Carolyn hassan

## **JOB PURPOSE**

Will play a key role in delivering Knowle West Media Centre's aim of building community wealth and social infrastructure, by developing community-based, co-designed research programmes that make a real difference to the people of Knowle West.

Work with the team and community to explore strategic approaches to place-based research that explores systems change, addresses social inequality, climate change and regenerative practices.



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**JOB ROLE:**  
**RESEARCH PROGRAMME LEAD**

To manage the development of social innovation research projects with a focus on equality, diversity and inclusion of citizens.

To develop and manage relationships with a wide range of external stakeholders from academic, business, voluntary, public and private sector.

Deliver a programme that provides skills, employment and enterprise opportunities for people in South Bristol and across neighbourhoods in Bristol.

To share evaluation, metrics and learning widely to encourage others to adopt and adapt.

**KEY RESPONSIBILITIES**

To develop research and Living Lab\* projects with the team across the programmes including We Can Make, The Factory, Jump Studios and Knowle West Alliance.

To develop collaborative relationships with partners from academic institutions.

To manage research projects and support the team to deliver and embed across the organisation. To ensure research focusses on co-design with citizens and generating social value.

To ensure project outputs include learning, skills and employment opportunities for participants.

To manage financial planning and resources within the KWMC senior leadership team to ensure long term sustainability of community driven research.

To increase and nurture a wide range of external citywide, regional and international partnerships.

To share learning using evaluation and dissemination material to do this.

To work with the team to ensure that we are using relevant metrics to demonstrate the impact of our work.

Supporting relevant monitoring, evaluation and reports as required by funders and stakeholders or internally by KWMC.

To adhere to KWMC's employment policies and procedures with particular reference to Health and Safety, Data Protection, Safeguarding and Equality, Diversity and Inclusion.

To undertake training as identified to ensure the ongoing effective delivery of the post.



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## **KEY RESULTS AREA**

The delivery of an innovative vibrant and sustainable research programme that supports the objectives of KWMC, and shares learning about social impact widely.

To make connections between areas of KWMC work that share research opportunities.

To build partnerships and a collaborative network with a range of organisations including Academic Institutions, Local and Regional authorities and International organisations interested in research with communities.

Promote the development of community place-based approach to research and nurture collaborative partnerships with academic institutions, private and public sector.

Demonstrate social value and tangible benefits to citizens and communities, including skills, and new employment opportunities through community-based research.

New networks and new delivery partners established and maintained at a regional, national and international level.

## **PERSON SPECIFICATION**

### **Experience**

Project Management with demonstrable co-designing with community research experience.

Understanding of different co-design research methodologies and creative approaches to engaging with citizens.

Experience of building strategic partnerships with academic institutions and a diverse range of stakeholders and partners.

A track record of planning, managing and evaluating complex social innovation projects  
Understanding of different research methodologies and approaches to multi-disciplinarity and cross sector working.

Experience of a range of approaches to evaluation and commitment to ensuring right processes in place to reflect on learning and impact.

Ability to manage complex reporting requirements as required by funders.

Experience of ensuring equality, diversity and inclusive practices are integral to project design.

### **Skills and Abilities**

Excellent communication skills including written evaluation, research and reporting, and ability to present ideas to audiences at all levels.

Record of writing successful project proposals with multiple partners.



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Excellent interpersonal skills including the ability to negotiate, advocate and gain confidence and respect of external contacts.

High level of skills in project management, planning and organising multiple tasks.

Able to motivate and interact with people at all levels, and from a wide range of academic, cultural, voluntary and statutory organisations, and with local people.

**Knowledge**

Knowledge of access and inclusion issues in relation to communities and participation in research projects.

Knowledge and understanding of the value and benefits of co-design methodologies in social innovation projects.

Knowledge of international, national and regional policies and trends relevant to community based research.

**Personal attributes and other requirements**

Committed to personal learning and development.

A creative problem solver with a can-do attitude.

A high level of enthusiasm and a belief in the transformative role of co design and social innovation.

Committed to equal opportunities

A passion for sharing knowledge

**Desirable**

Knowledge and experience of Living Lab methodologies (as demonstrated through EnoLL - European Network of Living Labs)

Experience of managing European projects (or equivalent) and experience of reporting processes.

Have one or more transferable media skills

A broad knowledge of contemporary media arts and technology.

Experience of living or working in Knowle West

**August 2022**



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## APPLICATION & RECRUITMENT PROCESS

### How to apply

Please complete the job Application Form that [you can find here](#).

### When completing the application form please tell us

A bit about your background and personal passions and motivations

Why you are interested in the role and how you would contribute to the organisation

How you meet the job description and person specification. Please include relevant examples of your experiences; these can be from both inside and outside of work.

Please upload a saved copy of your application [here](#).

Please also complete our Inclusion Form (found at the end of the above link) at the same time.

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 application 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:** 10am, Friday 30th September 2022

**Interviews:** Tuesday 11th October 2022

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

## 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 the Inclusion 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, an enhanced DBS check and documentation confirming your eligibility to work in the UK. application you can contact Michaela by emailing: [michaela@kwmc.org.uk](mailto:michaela@kwmc.org.uk)



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## Contact

Please get in touch with any questions. If you have any questions about the role or submitting your application you can contact Michaela by emailing: [michaela@kwmc.org.uk](mailto:michaela@kwmc.org.uk)

## Credits

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

## Image Descriptions & Credits

This application pack contains one image per page, each number corresponds to the page and proceeds with the photographer credit and the image credit.

1. Photo: Ania Shrimpton / A group of individuals gathered outside the KWMC building on a sunny day.
2. Photo: N/A / Two individuals are sat at a table, in a meeting, whilst smiling and laughing.
3. Photo: Scott Piggott / A man is pointing at their laptop and demonstrating something to somebody standing above them.
4. Photo: Ibolya Fehrer / A hybrid meeting session is taking place in front of the BlockBuild pavillion outside the KWMC building, people are gathered and looking at a screen that is displaying somebody virtually calling in.
5. Photo: N/A / Two men are stood on the top of a hill overlooking and pointing at Knowle West.
6. Photo: Ania Shrimpton / Two young people are stood and smiling at one another in front of the KWMC railings with the sign saying 'Welcome to KWMC'.
7. Photo: Ibolya Fehrer / A workshop being ran, with the group using Adobe Illustrator on their computers.

