



CREATIVE COMMUNITIES COORDINATOR
(fixed term contract 9 months, with possible extension
to 12)

Job pack

July 2024



If you require this application pack in an alternative format please email:

Ellen@kwmc.org.uk or jess@kwmc.org.uk

Thank you for your interest in working with KWMC.

We are looking for someone to work with our creative team to support the engagement, delivery and administration of creative programmes at KWMC. You will mostly be working with our Young People's programme, co-developing and delivering activities for young people, with a focus on new and emerging creative technology.

In this pack you will find more information about the job role and how to apply.

Who we are and what we do.

Knowle West Media Centre ([KWMC](#)) is an arts and community tech, ACE National Portfolio Organisation (NPO) and charity based in Knowle West, South Bristol. Our mission is:

'Making fair and thriving neighbourhoods together, with arts, tech and care'

We have been working in and with our local community since 1996. We started out as a photography project, democratising access to camera tech for people to tell their own stories. Since then, our participatory arts and social change projects have expanded to include and explore all forms of tech, from digital fabrication to augmented reality. We work across our neighbourhood in green spaces, high streets and homes, bringing arts, tech and co-creation practices into a local ecology of change making.



Retrofit Reimagined Festival, KWMC: Factory, AR experienced by Layerable. Image: Ibi Feher

Our programmes are rooted in community priorities. We work with, and as founding members of, the [Knowle West Alliance](#). From our purpose-built community tech eco-building (KWMC: Leinster Ave) and our digital fabrication maker space (The Factory) we run regular arts + tech capacity building and co-creation programmes for all ages.



KWMC: Factory Making Day and Talkaoke mobile chatshow. Images: Ibi Feher

Our programmes range from regular after school social action arts tech and making workshops for young people to artist residencies, neighbourhood science projects, international research projects and more.



*Artist Emma Blake Morsi 'Nature as a Resting Tool' and Citizen Science activity.
Images: Ibi Feher*

Working with a mix of residents, artists, researchers, local government, and businesses we dream, make, co-create and support people to make change, from developing new approaches to climate action, to street-level retrofitting and community-led storytelling with immersive technologies.



Digital illustration from 'Come Together' project. Illustrator Mary Hart.

We are part of a rich ecosystem of collaborators and partners, working closely with [We Can Make](#), part of the growing community of practice around [Community Tech](#) and active members of the [European Network of Living labs](#). From our grounding in place, we share our methods and neighbourhood-level innovations across Bristol, the UK and globally for others to adapt and adopt.

Job Description

We are looking for someone to work with our creative team to support the engagement, delivery and administration of creative programmes at KWMC. You will mostly be working with our Young People's programme, co-developing and delivering activities for young people, with a focus on new and emerging creative technology.

The ideal candidate would be an excellent communicator and facilitator, experienced in working in community contexts with both young people and adults. We want this person to ensure that creative community engagement is at the heart of the programme's development.

The ideal candidate will have experience in either digital design or making and can use these skills to develop creative activities that are exciting, accessible and can communicate big ideas.

You will work at both Knowle West Media Centre and KWMC's Factory – a digital fabrication maker space and will work together with the team to ensure a vibrant and innovative space that is safe, accessible, collaborative and inclusive.

You will also be delivering activities at schools and out in the community.

Job Details

Job Title: Creative Communities Coordinator

Salary: £25,933 per annum (for 30 hours a week this equates to £21,027)

Hours: Part time: 4 days a week* (core days are Monday – Thursday, including 1-2 evenings a week that will be essential to the role)

**we are open to people applying for a 3 day a week post, please indicate this in your application.*

Contract: Temporary contract 9 months

Location: **Knowle West Media Centre and KWMC's Factory**

We are a place-based organisation so presence in KW is important, however we support flexible working hours and some remote working. We are open to proposals of how you would make the job work to fit your access needs.

Line Manager: KWMC Head of Young People's Programme / Project Manager (Young People's Programme)

Job purpose

To work with KWMC teams to support the engagement, delivery and administration of the Creative Programmes at KWMC, predominantly working with the young people's programme.

Develop and deliver creative, accessible activities both at KWMC, in schools and across the community, ensuring that community engagement and opportunities are at the heart of the programme.

Working across both our sites, you will work together with the team to ensure a vibrant and innovative space that is safe, accessible, collaborative and inclusive.

Key responsibilities

- To facilitate workshops/events as appropriate both at KWMC, The Factory, in schools and out in the community
- To work with the team to develop an engaging, inclusive and accessible programme for young people and adults
- To support the planning and delivery of inspiring and engaging sessions and workshops, including supporting the Maker City programme; in afterschool sessions and in-school sessions
- To support sessional activity and wider engagement and skills sessions as required e.g. Maker City, Creative Hub, Sound Wave and Creative Cuppa
- Work with the team to create an inclusive and collaborative environment.
- To build relationships with groups, individuals and organisations from the local area to signpost and engage people with KWMC's Creative Programmes and other opportunities locally
- To support participants' journey through the programme of activities at The Factory and at KWMC, including signposting to membership and progression to other opportunities
- To gather data and report regularly as required against the funding requirements and evaluation plans (using KWMC process and systems e.g. planning form and database).

Person Specification

Essential knowledge, skills and experience:

Confident facilitator, experience of holding groups of up to 25 people, including young people aged 10+ running activities and supporting people to learn

Excellent communicator - friendly, welcoming and able to talk to people from diverse backgrounds

Project coordination skills, including workshop planning, time management and working with a team

Experience of working in a community context and/or with young people

Creative practice or passion/making skills/ creative hobbies or interests

Ability to use or awareness of (and willingness to learn) digital design skills

Desirable

Lived experience or knowledge of local community

Knowledge of safeguarding practices and working with at risk adults and young people

Project management experience

Experience using Adobe Suite or similar

Interest of/experience using creative tech to engage people in a community context

Experience of working with both adults and young people in a variety of settings

Valid UK driving license and/or own car

General Requirements

- Ability to work evenings and occasionally weekends when required
- A commitment to KWMC's [values](#), health & safety, confidentiality, data protection and equal opportunities policies.

Review: This job description is subject to review and amendment in response to the changing needs of the project and will be reviewed through the ongoing appraisal process.

July 2024

Application & Recruitment Process

How to apply:

Please make sure you have read the job application pack and then send the below to gail.bevan@kwmc.org.uk:

1. PDF or a recorded video or audio clip with answers to the below questions (200 to 250 words or 2 to 3 minutes per answer)

- Your background and relevant experience
 - Why you are interested in the role
 - How you meet the person specification
 - If you want to share any links you have to show examples of your work or previous experience are welcomed but not essential
 - Whether you're applying for: a 3 day post / 4 day post / open to either.
2. A copy of your CV (no longer than 3 sides of A4) or links to relevant work
 3. As part of our funding requires us to collect Equalities data which is anonymous. Can you please complete this link as the final step of the application process [Equalities Data](#)

If you have access needs that require you to submit your proposal in another format, please get in touch with Ellen and Jess by emailing ellen@kwmc.org.uk and jess@kwmc.org.uk or calling 0117 903 0444.

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: 12pm midday, Monday 22nd July

Interviews: Wednesday 24th July

Start date: As soon as possible

Recruitment Process

We welcome and encourage applications from those currently underrepresented in our workforce and in the arts and tech sector; particularly those who identify as working-class, from the global majority, 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, satisfactory Enhanced DBS checks, 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. You can contact Ellen and Jess by emailing ellen@kwmc.org.uk and jess@kwmc.org.uk or calling 0117 903 0444. If you'd like to talk to someone confidentially in advance of making an application, please contact Michaela: michaela@kwmc.org.uk



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