



## Job Description – Community Liaison Officer

<b>Job Title</b>	Community Liaison Officer
<b>Salary</b>	£20,500 per annum - FTE
<b>Hours of Work</b>	21 hours per week
<b>Location</b>	3 Charnwood Street, Derby DE1 2GT
<b>Responsible to</b>	Executive Director
<b>About Artcore</b>	Artcore is a registered charity and cultural hub in Derby. We work with various communities in Derby, the East Midlands and beyond, to enhance lives through art. Our long-term objective is to promote visual art within the East Midlands and we are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds.
<b>Overall purpose of the Job</b>	Working alongside our staff team to develop and implement a community engagement strategy, develop new partnerships and ensure that our projects are meeting their objectives.
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• Develop and implement a Community Engagement Strategy ensuring we are meeting the needs of our diverse local community</li> <li>• Liaise with staff members, participants, community members, community groups and project partners to ensure they receive all relevant and necessary information relating to our artistic and community programme and events</li> <li>• Community outreach – contacting and visiting other organisations to showcase what Artcore does and encourage their members to benefit from the work we do. This will include visiting schools and youth centres to raise awareness of our Education and Learning programme.</li> <li>• Work with our Project Coordinator to ensure we are meeting project outputs and outcomes</li> <li>• Event management – work with the staff team to plan and organise events to showcase the work we do, inviting local community groups and members</li> <li>• Attending outreach events and workshops and interacting with members of the public and other stakeholders to raise awareness of Artcore and what we offer</li> <li>• Analysing feedback and project evaluations and using that data to understand how we can provide a better experience for our audiences</li> <li>• Researching and identifying new project opportunities</li> <li>• Assist with the marketing, promotion, and awareness of our projects</li> <li>• Work with other staff members to attract and train volunteers</li> <li>• Prepare reports to the Directors as requested</li> <li>• Ensure that we meet our targets for Audience Surveys</li> <li>• Ensure that Artcore’s policies and procedures relating to health and safety and risk assessments are adhered to</li> <li>• Attend staff meetings and training as required. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL</li> </ul>

	<ul style="list-style-type: none"> <li>• Act in accordance with the Equal Opportunities policy and to contribute to and implement the Artcore cultural diversity strategy</li> <li>• Any other tasks as reasonably required commensurate with the post and range of experience, expertise and skills</li> </ul>
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### Person Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant work experience</li> <li>• Strong administration skills</li> <li>• Computer literate, including knowledge of Microsoft software packages</li> <li>• A knowledge and understanding of the needs of Black and Minority Ethnic (BME) communities, migrant and newly arrived communities</li> <li>• Experience of developing outreach activities to engage local communities</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.</li> <li>• Experience of working with sessional workers and volunteers.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Must be able to work within time constraints</li> <li>• Highly organised</li> <li>• Excellent communication / organisational skills, both written and verbal including the ability to communicate with people from a variety of social, cultural and professional backgrounds</li> <li>• The ability to work independently as well as part of a team</li> <li>• Openness to new ideas and flexibility in relation to ways and times of working</li> <li>• Self-motivated</li> <li>• DBS clearance may be required for this post which we will pay for</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in art</li> </ul>

This post has a six-month probationary period which we may, at our discretion, extend for up to a further three months.