

The NewBridge Project

Thank you for your interest in working with us at The NewBridge Project and in the role of **Community Coordinator**. The closing date for applications is **Monday 30 November, 5pm** and interviews will take place shortly after, either in person or via video call.

The NewBridge Project produces a programme in consultation and collaboration with artists and local communities. Our programme builds solidarity with the people around us, and is community-centred, experimental, collaborative and socially conscious at its heart.

We are looking for a Community Coordinator to work in collaboration with our small team to build new audiences and engage new communities in our public programme and across our buildings. The Community Coordinator will play a key role in building and nurturing relationships with local community groups, engaging local residents in our work and space, and in listening and learning from our neighbours so that our spaces and programme can be developed in response to local need.

We are looking for someone who is enthusiastic, organised and self-motivated, who is a good listener and can communicate with lots of different people.

About The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, opportunities and an ambitious programme of exhibitions, commissions, artist development and events. We deliver this responsive programme in consultation with artists and community members.

This job pack includes:

1. Important dates and information about the job
2. Description and overview of the job
3. Skills and experience that we are looking for
4. Background information about The NewBridge Project, specifically highlighting key programmes and information that relate to this role
5. How to apply:
 - Details and guidance on how to apply
 - Selection process
 - Interview
 - Further support and queries

We encourage applicants from all backgrounds to apply who have direct and transferrable skills and experience.

Please get in touch with any questions or queries,

Rebecca Huggan,
Director

1. Important dates and information

Title:	Community Coordinator
Deadline:	Monday 30 November, 5pm
Interview Date:	Tuesday 15 or Wednesday 16 December
Salary:	£20,500 pro rata, 3 days a week
Hours:	Part time role, 3 days a week (equivalent to 24 hours)
Contract:	Beginning January 2021, contract until April 2022 (with potential to be extended – funding dependent)
Location:	<p>We are currently based across 2 main sites:</p> <ul style="list-style-type: none"> - The NewBridge Project : Newcastle, Carliol House, Market Street, NE1 6NE - The NewBridge Project : Gateshead, 232-240 High Street, NE8 1AQ <p>We will be relocating to a new premises in Newcastle in Spring / Summer 2021.</p> <p>Please note due to its age and change of use our Newcastle site is not accessible. The Gateshead site is accessible, and this is where most staff work and where the majority of our public programme takes place. The new premises that we will be relocating to is fully accessible.</p>
Working with:	<p>The role will involve working collaboratively with the rest of the team at The NewBridge Project.</p> <p>Current full time and part time staff include; Director, Programme Director, Artist Development Programmer, Admin & Marketing Coordinator, <i>For Solidarity</i> Project Coordinator and Studio & Members Coordinator.</p> <p>We will also be recruiting a Programme Coordinator, Project Manager and Youth Worker in the next few months.</p>
Working day:	Usual office hours are 10am – 6pm, however you may be expected to work some evenings and weekends. We operate a Time Off In Lieu policy for out-of-hours work.
Flexible working	We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on our lone-working policy. We are happy to discuss things such as compressed hours and support some time working from home. We can have this discussion with you at interview but do get in touch if you have any questions about this prior to application.

Equal Opportunities & Diversity	As an organisation we are committed to ensuring an equality of opportunity throughout our recruitment process, and actively welcome applicants from any race, nationality, ethnicity, religion, socio economic background, sexual orientation, age or disability.
Other	<p>Please note, we are also recruiting for a Project Manager which is a part time (2 days a week) role. We would welcome applicants who wish to apply for both roles simultaneously, as we are aware that part time work can be a barrier for some. If you wish to do this, you must state in your application and do get in touch if you have any questions about this.</p> <p>This is intended as a salaried and employed contract, but we are open to having a conversation about paying you on a freelance basis (with you responsible for own tax and NI) if that would suit you better.</p>

2. Description and Overview of role

About the role

We are looking for a Community Coordinator to work in collaboration with our small team to build new audiences and engage new communities in our public programme and across our buildings. The Community Coordinator will play a key role in building and nurturing relationships with local community groups, engaging local residents in our work and space, and in listening and learning from our neighbours so that our spaces and programme can be developed in response to local need.

The NewBridge Project produces a programme in consultation and collaboration with artists and local communities. Our programme builds solidarity with the people around us, and is community-centred, experimental, collaborative and socially conscious at its heart, producing ongoing programmes such as *For Solidarity* - which networks social and environmental justice organisations in North East England. We want to continue the important work we are currently doing with local communities through creating capacity to nurture these relationships and time to build new ones. We are also preparing to move to a new premise in Spring/Summer 2020, and we are keen that we offer an active space that will be a resource for the local and artistic community alike.

The Community Coordinator will provide administrative, organisational and delivery support across our community programme, including; *Shieldfield Youth Programme* – a new children and youth programme being developed with Dwellbeing (a Community Benefit Society); social events such as communal meals; education activity such as monthly workshop open days that utilise our member-led workshop facilities such as ceramics, woodwork, and darkroom.

During this time when many of our usual ways of working with people (events, community meals) are not possible, it is also vital that our whole team look for new ways to engage people. We don't know what the situation will be in the new year, and the Community Coordinator will need to be prepared to adapt, think on their feet, and reach people in innovative and inclusive ways.

Main tasks and responsibilities

COMMUNITY ENGAGEMENT

- Build relationships with existing community partners (eg. communities and individuals who we are working with through programmes such as *For Solidarity* and *Shieldfield Youth Programme*).
- Carry out research in order to identify new groups and communities to connect with and promote existing programmes to.
- Develop relationships with new audiences, communities and local residents in the locality where we are based, in particular when we move to a new building in Spring / Summer 2021 – this will include chatting to people both in our buildings and getting out into the community.
- Develop networks that will enrich our community outreach, working with people such as local authorities, community networks, libraries, schools, and, where relevant, attend community meetings in order to connect with new networks.
- Welcome people to the building, answer any queries, and direct them to activity or opportunities that might be relevant or of interest (both in and outside NewBridge)
- Listen to visitors and make time to have meaningful conversations, have a cup of tea, and get to know people coming to our space.
- Develop communication strategies to reach new audiences and communities such as through social media platforms, print distribution, and exploring new ways of reaching those who might have no internet/computer access.
- Ensuring that our programme and space is accessible to those attending and that reasonable adjustments can be made.

PROGRAMME SUPPORT

- Work with Programme Director to plan community events such as communal meals, social and education activity and a programme of open access workshops.
- Coordinate, promote and oversee the running of monthly workshops/workshop open days.
- Work with other staff to identify community groups who are interested in taking part in projects or events.
- Admin and coordination to support delivery of Shieldfield Youth Programme.

EVALUATION & LEARNING

- Invite visitors and audiences to feedback on our programme in order to collect a wide range of insights into our work.
- Share this and all feedback with the rest of the team to ensure that it is embedded into the shaping of our future programme
- Support the Director in reviewing and developing our audience development plan

GENERAL:

- All staff adhere to and uphold to all NewBridge's procedures and policies – there will be inductions and training relating to this.
- All staff act as a point of contact for studio members and the public when working in the building, welcoming people and answering any queries.
- We are a small staff team, so we all pitch in to help each other with lots of different tasks when necessary!

3. Skills and experience we are looking for

Experience, Skills and Abilities

- Experience in working with or reaching diverse communities, including those who may not have previously engaged with art activity
- Eagerness to learn and undertake a variety of tasks

- A good listener, who has the ability to communicate with a wide range of people from diverse backgrounds
- Enjoy and be able to work both on your own and collaboratively
- Work with attention to detail
- IT confident, ideally with Office (training can be provided)
- Happy to work as part of a small team
- Prepared to work across different locations, including office, gallery, studio environment, community spaces and off-site - we can make reasonable adjustments to support work in different environments.
- Ability to juggle a number of tasks at once
- Receptive to change and the ability to think on your feet

Personal Attributes and Interests

- Friendly and welcoming manner
- Motivated and enthused by NewBridge's work
- Interest in art and supporting artists
- Interest in working in collaboration with local communities

4. Background information about The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, curatorial opportunities and an ambitious artist-led programme of exhibitions, commissions, artist development and events.

We aim to deliver an outstanding programme of exhibitions, performances, screenings, educational talks and workshops in consultation with artist and community members. Our programme builds solidarity with the people around us, and is community-centred, experimental, collaborative and socially conscious at its heart.

All our work comes from an artist-led model - this means we are an organisation that is responsive to artists needs and interests. Our studio members and the wider artistic community work together with us to create a programme that responds to their needs and those of the local environment.

Our main areas of activity are:

- **NewBridge Exhibitions and Commissions**

The NewBridge Project supports artists to produce new commissions, exhibitions, events, performances and screenings, generating an exciting programme of contemporary art that engages with the world around us. Our programme is delivered by our Programme Director, Niomi Fairweather, who works with a Programme Committee of members, and alongside local communities and groups.

Ongoing programme includes;

- A festival called ***Overmorrow***, which begins in November and runs until April 2021. This will include a series of exhibitions, talks, film screenings and events which explore the future alongside our studio members, audiences and local communities.
- An ongoing project called ***For Solidarity***, which is a digital map that details a network of organisations, projects and individuals across the North East who are

working toward social and climate justice. Together, organisations on the map support each other, host events, and work with artists.

- There will also be new commissions and programmes developed by our Programme Director and **Programme Committee** working alongside local communities.

- **Artist Development**

We host two artist development programmes, which together provide support for artists at all stages of their careers and from all backgrounds to develop new creative and professional skills and experience.

- ***Practice makes Practice*** is a programme of events, workshops and opportunities that help people to build new skills and develop their careers. We plan this programme in response to needs and interests of our members and the wider creative community.
- ***The Collective Studio*** is a development programme for early-career artists or recent graduate artists and creative practitioners. It provides participants with affordable studio space, opportunities to test out new ideas, and access a training programme of events, mentoring and socials.
- In 2021 we will be piloting a new programme of development that focusses on supporting those with no university degree and who may face social and economic barriers to developing an artistic practice. This programme is the focus of the Programme Manager role we are recruiting alongside this role.

- **Studios & Workspace**

The NewBridge Project offers studio and workspace to artists at any stage of their career. Our studios are a community, where social interaction and conversations support artists to work together, discuss new ideas and make exciting new work.

- **Space and Community**

In Summer 2021 we plan to move to a new location, and are keen to create a space where artists, residents and local communities can come together to work, learn, socialise and support each other, providing an important and collaborative resource for the artistic and local community alike.

We host a regular programme of cultural, social and education activity including events, workshops and communal meals. We plan to host monthly workshops (ceramic, woodwork, print, darkroom), where people can work on their own projects or attend workshops led by our members.

5. Information and guidance on how to apply / selection process

The deadline for application is Monday 30 November, 5pm

All applications must be sent to applications@thenewbridgeproject.com with the subject heading *Community Coordinator Application*

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below
- A video or audio file containing the information outlined below
- A mixture of written and video or audio application (eg. an audio application but written Equal Opportunities Form)

If you require any adjustments to the recruitment process, then please contact us directly so we can discuss how to support you in your application.

Please read this job pack carefully before applying – the job description and skills outlined should help you to make a strong application.

In your application (whether written, audio or video) please include the following

A. Statement (no more than 2 A4 pages in total / 6 minutes) including the following:

1. Your name
2. Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
3. The job you are applying for
4. Any access requirements or adjustments you want us to know about
5. Why you want this role?
 - *Think about the role and the organisation – what interests you about NewBridge? What about this role appeals to you? What do you hope to get out of this role?*
 - *If you aren't familiar with our work, have a read through the background section or visit our website to find out more*
6. Tell us how you are a good match for the skills and experience we are looking for. Tell us about any relevant work, education, training, skills and experience you have.
 - *Read through the information provided in Sections 2 and 3.*
 - *Think about your current or recent work and experiences – how might they have prepared you for the role of Project Manager?*
 - *Do you have any skills, achievements or experiences that you want to highlight?*
 - *You can talk about things that relate to either professional or life experience.*

- *Think about how your skills and experience might help you to undertake the tasks and responsibilities outlined in section 2, and how they demonstrate the skills and attributes outlined in section 3.*

7. **CV** (no more than 2 A4 pages) including the following:

- Name, address, up to date contact information (phone and email)
- Any relevant experience (education, trainings, jobs, volunteering, life skills) – please feel free to add background to this experience eg. responsibilities).

B. Equal opportunities and diversity monitoring form

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisation and our work. Your responses will be treated with full confidentiality. If there are any questions you would rather not answer, please just tick 'prefer not to say' or skip to the next question.

Selection process

Applications will be assessed by three members of the NewBridge team and board and we assess applications using a matrix based on the answers given in your statement or audio/video application.

Please note we do not use CVs as part of the initial longlisting process, so please ensure any information you want us to see is included in your statement.

Equal Opportunities monitoring information may be taken into account at final shortlisting stage to help us achieve our diversity and inclusion goals. This is part of our commitment to taking positive action to achieve equality of opportunity throughout our recruitment process.

Interview

Interviews will be held on **Tuesday 15 or Wednesday 16 December**. *Please indicate in your application if you cannot make any of these dates.*

If you are shortlisted for interview, we will contact you via telephone or email, giving full details of the time, date and who you will be meeting at interview. We will be holding all interviews in line with current COVID requirements. More details will be provided closer to the time.

We will also provide you with the main questions you will be asked in advance, though we may ask some follow up questions during the interview.

Getting in touch

If you would like to find out more about this role and NewBridge, and would like to chat to a member of team, then please get in touch and let us know at applications@thenewbridgeproject.com and include **Community Coordinator query** as the subject line, and we will arrange for a time for someone to give you a ring back.

Due to the pandemic our phones aren't always being manned so email is the best way to get in touch.