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Outreach Officer

JOB DESCRIPTION

1. Developing a model outreach strategy for Looping the Loop and testing this within the context of the On Your Doorstep (OYD) projects in Cliftonville, Margate and Newington, Ramsgate;
2. Connecting with and creating engagement with the migrant community children in Margate and the community in Newington with particular focus in the Bulgarian family groups;
3. Engaging the Ramsgate group in the development of a performance-based creative event to be performed/presented in Ramsgate town centre and the Margate group to be performed/presented on Athelstan Road;
4. Engaging young people to participate in a summer project to plan a takeover of the Theatre Royal Margate for Heritage Open Day and support the young people at this event;
5. Developing and sustaining positive relationships with a range of people, including residents, community leaders, local groups and organisations and local authorities;
6. Identifying any local people who may become volunteers or who may benefit from taking part in other Looping the Loop activities;
7. Publicising the work and opportunities provided by Looping the Loop's projects throughout the activities of the role;
8. Working with the Looping the Loop team to organise and hold events as necessary to draw in and involve the community for our projects;
9. Supporting face-to-face, online and print communication and marketing activities;
10. Supporting the delivery and analysis of community-based qualitative action research;
11. Attending meetings as required by Looping the Loop and with local people and organisations as required for the development of the project;
12. Working in different environments at times best suited to the community including some evenings and weekends.

Any other duties as required by Looping the Loop in line with the successful delivery of this project.

Fee: Company rate @£117 per day (approx 1 day per week) - 21 days.
Total fee: £2,457

Person Specification – Knowledge, skills and attributes.

Essential Requirements

1. Share our commitment to inclusive theatre and the involvement of local people in the making of new works;
2. Extensive experience working in community outreach and engagement, particularly with disadvantaged people;
3. Clean and up to date DBS Check;
4. Experience of devising and leading community-based workshops and activities;
5. Experience of recruiting and then supporting people from diverse and impoverished backgrounds to take part in creative projects;
6. Experience of working with a variety of different stakeholders, including residents, local groups, professional organisations and creative practitioners;
7. Experience of mentoring and guiding volunteers within a community project;
8. Experience of using varied events or activities to engage and involve people from a range of different backgrounds;
9. Strong communication skills including presenting, facilitation and relationship-building;
10. Hard-working, reliable and professional, able to manage a varied workload, working well both as part of a team and alone;
11. Willing to work in different environments, from office or home-based and spending a large amount of time on the ground within communities.

Desirable Requirements

- Good knowledge of, and connection to, Thanet in East Kent and in particular its migrant communities.
- Experience of facilitating creative work with people in the community and in particular with people not typically engaged in cultural activities;
- Some understanding or experience of using qualitative research methods.
- Experience of using creative platforms for community engagement, such as design, art, photography or video.
- Experience of producing diaries or visual reporting on activities and successes.
- The ability to communicate in a language not English, in particular Eastern European language/s.