



## Activities Coordinator Application Pack

### Trinity Community Arts

Thank you for your interest in applying for the role of Activities Coordinator at Trinity Community Arts. In this application pack you will find:

- Job description
- Person specification
- Trinity Recruitment Policy
- Further information about Trinity and the work we do

### How to Apply

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please get in touch on [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) / 0117 935 1200. Please do let us know if this applies to you, or if you need this document in a different format.

To apply please download and complete an [application form](#) and email to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with 'Activities Coordinator' in the subject. Please also fill in an anonymous online [equal opportunities](#). Please note we do not accept CV applications.

**Deadline: 9am, Monday 26 April 2021**

**Interviews W/C 03 April 2021**

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Trinity Community Arts Ltd, Registered Charity number 1144770, Registered Company Number 4372577



**Job Title:** Activities Coordinator

**Contract type:** Permanent

**Responsible to:** Programme Director

**Team:** Social Impact

**Rate of Pay:** £20,973-£24,579 depending on experience

**Pay Scale/Band:** 4-5 NJC SPC 10-18

**Hours:** 37.5 hours per week

**Annual Leave:** 21 days plus bank holidays (FTE)

### **Introduction**

Trinity believes art improves individual well-being, empowers communities and enhances society. We are seeking an Activities Coordinator to lead in our asset-based community development approach to rebuilding our community activities programme at the Centre post-lockdown.

You will join the Social Impact Team to support and develop community-led activities and assist with engagement in our wider arts activity programme. Led by the Programme Director and working closely with Project leads, you will help to ensure our programme is shaped by those most important to us, representing and advocating for the organisation at a range of stakeholder meetings and events. You will support our specialist project delivery staff in activity co-design and development of forums to increase participation and representation in decision-making.

### **Role**

We are looking for someone who is passionate about people, experienced and interested in building relationships with a wide range of communities and stakeholder groups. The ideal candidate will have excellent interpersonal skills and the confidence and ability to talk with and listen to people from all walks of life. You will have skills and experience in community-led activity development, understanding the importance of data capture and monitoring to help build the case for place-based social action.

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# TRINITY:

## Responsibilities

### Community activities programme:

- Coordinate and administrate booking and delivery of a wide range of community events and activities; including but not exclusive of working with the wider Events Team, participating in weekly meetings, use of our internal calendar system and assisting with quotes and invoices for venue for hire community activity
- Develop and coordinate the community activities programme; this includes projects led by Trinity and activities run by community partners, as well as working to support activities at partner locations

### Community engagement & outreach:

- Lead engagement of a wide range of community partners and local residents
- Lead asset-based community development approach
- Develop new and existing relationships with community partners and local residents to respond to identified needs/gaps in provision
- Coordinate resources to kickstart and develop community-led activities
- Engage key stakeholders in the co-design of our programme
- Develop forums and mechanisms e.g. Membership/Facebook Group to increase participation and community ownership
- Attend relevant external meetings to ensure good communication and the development of new relationships with key stakeholders
- Support Project leads and Marketing Officer to share and promote activities
- Support the development of volunteers and volunteering opportunities

### Arts participation:

- Work collaboratively with the Programme Director to monitor engagement across projects
- Using our CIVI CRM system to create reports and track quantitative and qualitative information as part of our 'do, review, improve' process

### Line Management:

- Line Manage Community Garden Coordinator

### Other:

- Assist with development of cases for support to resource our community arts programme
- Assist with the development of case studies, testimonies and data gathering
- Attend team meetings and any relevant Trinity training, where required and to undertake any other duties that may reasonably be required for the successful delivery of our community activities programme

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## **Person Specification**

### **Essential:**

#### **Demonstrable experience in:**

- Community programme coordination; bookings in a community setting, asset-based community development, co-design, planning and delivery of community activities
- Community engagement and/or volunteer management/development
- Managing relationships with multiple stakeholders
- Working collaboratively with internal and external teams to deliver community activities
- Outreach and engagement, including developing new activities for under-represented groups
- Monitoring and evaluation of community projects

#### **Skills/Abilities:**

- Excellent communication, interpersonal and people skills across a wide range of demographics
- Proven administration and organisational skills
- Ability to use a range of ICT systems such as CRM, booking calendars, shared databases and filing systems e.g. Office 365 and confidence to use new systems/processes
- Ability to manage own workload/time and prioritise tasks
- Intermediate finance admin skills, including giving quotes and monitoring small budgets

#### **Desirable:**

- Lives locally and/or knowledge/lived-experience of being from/working with communities within Trinity's immediate locality



## **Trinity Recruitment Policy**

### **Equal Opportunities**

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

### **Flexible working**

This post is being advertised as a full-time role, 37.5 hours, 9am-5pm Monday to Friday. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

### **Safeguarding**

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

### **Ex-Offenders**

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

### **Application Assessment**

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

### **Feedback**

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact [hr@trinitybristol.org.uk](mailto:hr@trinitybristol.org.uk) / 0117 935 1200 for further information about this post or our Recruitment Policy.

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# TRINITY:

## About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive programme of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 60,000 people each year.

*“The Trinity Centre is an extremely important cultural venue for Bristol and the wider South West. The venue hosts a vast range of events, gigs and concerts. They also make their space available to hire for community groups and events. In addition, the Centre helps disadvantaged young people to access music production with Making Tracks. For these reasons and many others, the Trinity Centre is known nationally.*

*During the summer, Trinity worked to produce socially-distanced seated performances with local acts, offering much needed work for freelancers and artists in Bristol.*

*The Trinity Centre continues to be inclusive of their local community in all the work they do and offer cultural opportunities for the people in East Bristol.”*

**Thangam Debbonaire MP, 2021**

## Trinity's message is, “YOU can create”

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.[Text Wrapping Break]

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach means we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

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# TRINITY:

## Current projects

### **Making Tracks:**

Life changing music making project delivered by leading youth arts providers Trinity, [Basement Studios](#) and [ACE](#). We work with young people from all different backgrounds and ages, who may be experiencing challenging personal circumstances, and offer guidance to help people develop their creativity through music-making.

### **Art of Resistance:**

Two-year project exploring 100 years of social activism, protest and civil disobedience in Bristol and the art that underpinned each movement. The programme of activities will include oral history and reminiscence sessions, workshops, talks, trails, exhibitions and events for people of all ages and backgrounds to engage with, connect through and be inspired by stories of our shared past.

### **Arts Programme:**

We programme work that asks big questions about who we are and how we live. Shows are selected by our programming forum to ensure our programme is relevant and reflective of people in and around Trinity.

### **Community Garden:**

Our Community Garden is a thriving, tranquil, nature-rich green oasis right in the heart of the city of Bristol. We deliver nature-based activities for adults and children working together to build a resilient, connected and sustainable community.

### **Moving Bristol:**

Two-year project delivered as part of Bristol Dance Futures aiming to connect and increase dance activities across the city through a programme of residencies and supported hub delivery focusing on Dance and Health, Youth Dance, Developing Audiences and Professional Development.

### **Community Kickstart:**

Supporting existing resident groups and companies to deliver community-based activities from the centre whilst actively reaching out and engaging new community led activities to fill identified gaps in provision.

Current resident groups include Hype Dance, Gerrys Attic, Bristol Samba and Dance for Parkinsons.

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