



Trinity Community Arts Ltd
The Trinity Centre, Trinity Road, Bristol, BS2 0NW
0117 935 1200 info@trinitybristol.org.uk
www.trinitybristol.org.uk

Job Description – Citizens Assembly Community Mobiliser

Job Title: Citizens Assembly Community Mobiliser

Contract type: Freelance

Reporting to: Citizens Assembly Producer

Rate of Pay: £2500 - 12.5 days at £200 day rate

Hours: Part-time, flexible hours between October 2024- and February 2025

We are looking to recruit four Community Mobilisers who will be responsible for engaging and working with community members to promote participation in the Citizens' Assembly for Culture and the Citizens for Culture Network.

This role involves building relationships with community stakeholders, initiating public communications, organising events and activities, and facilitating the development and implementation of community-based projects related to the Citizens' Assembly and advocating for Citizens for Culture. We are looking for 4 Community Mobilisers, one based in each [Unitary Authority of the West of England Combined region](#). This refers to: South Gloucestershire, Bath and North East Somerset, North Somerset, and Bristol.

The Community Mobiliser will work closely with local organisations, community groups, volunteers and other people to ensure the successful promotion, advocacy relationship-building required for the Citizens' Assembly Campaign. We are looking for four driven, self-motivated people who well-connected in their local environments.

The purpose of this role is to develop strong local networks of people engaged in the Citizens Assembly for Culture. We are looking to recruit four community mobilisers, one based in each of the following regions: Bristol, Bath and North-East Somerset, South Gloucestershire and North Somerset.

Trinity Community Arts Ltd

Registered Charity number 1144770 Registered Company Number 4372577





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Background Information

In 2025, the UK will host its first Citizens' Assembly for culture. This Assembly will develop a cultural plan for the entire region of the West of England, offering people living in the region the opportunity to actively shape the arts and cultural experiences that matter most to them and their communities.

The Citizens' Assembly will put power in the hands of a representative group of people from across the region to say what they think should happen next. The goal of this Citizens' Assembly will be to create an inclusive cultural plan for all areas across our region.

The people who participate in the Assembly will be chosen through a democratic lottery to ensure broad representation and so that everyone has an equal chance of taking part. After the assembly, we hope that people from across the region will get involved and help to oversee the implementation of the plan.

St Pauls Carnival CIC and Trinity Community Arts Ltd have collaborated with Citizens In Power to develop a model for a Citizens' Assembly for Culture. This model has been shaped by citizens from across the West of England and stakeholders from the cultural sector. Working with the West of England Combined Authority, we have facilitated citizen panels, design sessions, research and development, and are now in the process of delivering the Citizens' Assembly for Culture.

KEY RESPONSIBILITIES

1. **Community Engagement and Outreach:** You will be proactive, cultivating and nurturing relationships with community stakeholders, foster engagement and commitment, and secure participation in the Citizens Assembly and associated events.
2. **Communication and Advocacy:** You will lead on distributing and developing communications about the Citizens Assembly within your local community.
3. **Monitoring and Evaluation:** You will collect and analyse information to assess the impact of community organising and mobilising for Citizens for Culture





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1. Community Engagement and Outreach

- Conduct and attend outreach activities to inform and engage community members in the Citizens' Assembly
- Build and maintain relationships with community leaders, local organisations, and other stakeholders.
- Identify and engage hard-to-reach populations to ensure inclusive participation.
- Assist in the planning, organisation, and implementation of community events, workshops, and activities.

2. Communication and Advocacy

- Act as a liaison between the community and Citizens for Culture, ensuring effective communication of community needs and feedback.
- Develop and distribute communication materials, such as newsletters, flyers, and social media content on local communications channels, such as radio, social media, local press, to promote the Citizens' Assembly.
- Secure local press opportunities about the Citizens' Assembly

3. Monitoring and Evaluation

- Collect and analyse data to assess the impact of community organising and mobilising for Citizens for Culture
- Attend Community Mobiliser meetings
- Prepare regular updates on community engagement activities and outcomes.





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PERSON SPECIFICATION

Essential

- Strong interpersonal and communication skills, with the ability to engage and motivate diverse groups of people.
- Experience in organising events and coordinating community-based projects.
- Knowledge of local community resources, press and services.
- Demonstrable experience in community engagement.

TECHNICAL SKILLS AND EXPERTISE

- Experience of working with contact databases
- IT literate with good working knowledge of Office and CRM systems

COMPETENCIES (SOFT SKILLS)

- Excellent written and verbal communication skills
- Strong administrative and organisational skills and record keeping skills
- Proven ability in building good working relationships with colleagues and confidence to build external relationships
- Ability to present information, verbally or in writing
- Results oriented and problem-solving approach to work and challenges
- Proven ability to work to deadlines and manage workload effectively and independently
- Adaptable and flexible approach
- Methodological approach with exceptional attention to detail
- Interest in arts, youth education, community and heritage activities and a clear commitment to democracy in culture and community engagement

Desirable

- Experience of working in community engagement, comms or an events/ charitable setting
- Experience of public speaking and advocacy

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Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description. These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description.

How to Apply

Please complete [this](#) application form which includes an Expression of Interest that outlines:

- how your experience meets the person specification outline the job description
- how you would approach this role to achieve the desired outcomes
- your experience in community work
- any other relevant skills or experience

Expressions of Interest can be submitted as:

- two A4 pages.
- an audio or video recording of up to 5 minutes

Please complete [this](#) anonymous DEI monitoring form

The deadline to apply is 5:00 pm Wednesday 2nd October. Please make sure to mention which WECA region you are based in. Alternatively, you are welcome to send your expression of interest as an audio or video recording of up to 5 minutes.

Interviews will be held online between the **15th-17th October**.





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If you encounter any accessibility challenges that hinder your ability to submit an application, within the stipulated timeframe, please contact us at anjali@trinitybristol.org.uk. We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

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.

Safeguarding

A Basic or Enhanced DBS (formerly CRB) check may be required for some posts, in line with our 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.

