



## **COMMUNITY PROGRAMME MANAGER, MK LITERARY FESTIVAL 2023**

**TEMPORARY PART-TIME CONTRACT (Self-employed status)**

**MK Lit Fest, Milton Keynes` premier literary festival, is recruiting a Community Programme Manager to work part-time over 6 months on a project targeted at young people, funded by Milton Keynes Council and Milton Keynes Community Foundation.**

The postholder will deliver activities for young people (aged 14-19) over summer/autumn 2023 that aim to ignite their interest, highlight pathways to careers that have creative writing at their heart, and equip them to get involved in helping to run Lit Fest.

### **SCOPE OF WORK**

The post-holder will report to the Lit Fest Project Manager and the Lit Fest Steering Group. They will devise and deliver activities for the young people that build knowledge of careers in the area and foster skills in running a literary festival.

They will be responsible for building partnerships with local organisations who can support delivery to young people. Walton High, St Paul's Academy, MK College and MK Central Library have already agreed to participate.

### **DUTIES**

Performed under the oversight of the Lit Fest Project Manager and light steer of the Steering Group, role duties include:

- Developing a programme for delivery of the community strand for young people
- Building partnerships with stakeholder organisations
- Overseeing the delivery and logistics of the agreed programme
- Liaising with specialist presenters, workshop leaders, partners and participants to ensure successful delivery
- Recruiting, training and deploying a team of volunteers who will assist in programme delivery
- Working within the available budget and funders` requirements, keeping records and projections of spending
- Delivering the creative outcomes and volunteering outcomes
- Overseeing and implementing agreed publicity and media activity
- Helping to prepare and approve publicity material (print and online)
- Ensuring feedback from participants to inform planning of future events
- Maintaining records of outcomes and learning, for reporting to funders and others
- Attending and reporting progress to the Steering Group on the community strand
- Carrying out other activities reasonably needed to help deliver the programmes.

## **KNOWLEDGE/EXPERIENCE/SKILLS NEEDED**

### **Essential**

- Genuine interest in and enthusiasm for community engagement work
- Demonstrable evidence of working in a community setting to drive greater engagement of community members with contemporary arts, whether as creative practitioners or in supporting roles (eg curatorial, event delivery)
- A commitment to equality, inclusion and working in cross-cultural contexts
- An awareness of risk mitigation, including safety and safeguarding
- A self-starter, able to work under pressure and prioritise with minimal supervision
- Excellent communication skills in all channels and media
- Strong team-work skills, able to take ownership and leadership while maintaining harmonious working relationships with other team members
- Experience of successfully recruiting, motivating and overseeing a team including internal and external providers, and volunteers
- Understanding of safeguarding and eligibility for DBS clearance for working with young people
- Ability to plan clearly with strong project management skills, including budgetary control and monitoring

### **Desirable**

- Knowledge of and personal enthusiasm for contemporary literature and/or of broader verbal arts (eg spoken word, songwriting, scriptwriting)
- Knowledge of community engagement strategies
- Experience of using Google Drive/mail platform as a platform for shared working with Steering Group colleagues, and use of related word processing and spreadsheet functions and/or Word/Excel
- Understanding of the use of social and traditional media (print, web, email and broadcast) in promoting events and engaging with (potential) audience members
- An understanding of the cultural and social context of Milton Keynes and surrounding areas
- Understanding of legal requirements and obligations

## **SCHEDULE AND PAYMENT**

The starting date for this temporary appointment with Arts Gateway MK Ltd is 1st July 2023

We are seeking to appoint someone who can work on Phase 1 at least until November 2023, or later if funding is available. Payment will be monthly against invoiced hours at £120 per day.

Phase 1 will run from July to October 2023, for which a fee of £3000 is available, equivalent to around 6 days per month, but flexible around varying demands.

Phase 2 if funded will run from Nov to May 2024, for which a project fee of £4500 is proposed, subject to funding.

## APPLICATIONS

Please apply for this post by sending your CV and a covering letter to [mklitfest@gmail.com](mailto:mklitfest@gmail.com)

The closing date is noon on **Sunday 18<sup>th</sup> June**

Interviews are planned for the afternoon of **Wednesday 21<sup>st</sup> June**

## ANNEX

### Metrics related to the Community Strand

Develop and deliver a community programme	<b>Phase 1:</b> plan and deliver events June-September leading into Autumn 23 Lit Fest	50 participants over summer 1-2 Lit Fest events devised by young people
	<b>Phase 2:</b> plan and deliver events from October leading into Spring 24 Lit Fest, including support to enter MinK Creative Writing competition	75 participants in Phase 2 20 entries in MinK Creative Writing Competition 14-19 categories