



**RAISING VOICES PROJECT CO-ORDINATOR**

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

## **THE CONTEXT**

Launching in Summer 2025, Milton Keynes Literary Festival (MK Lit Fest) is embarking on a citywide multimedia project to capture people's experiences in relation and response to specific places – houses, streets, buildings, parks, trees, lakes, bars - across Milton Keynes.

We'll be running writing workshops in schools and community settings facilitated by practising writers, and the delivery of this fundamental core of the programme is the responsibility of this advertised role. We'll also be hosting online masterclasses in using poetry, short fiction and creative non-fiction to write about place and location. And there'll be downloadable resources to inspire and guide people before they write – or before they send us their writing.

We'll be curating a selection of the submitted pieces into a web-based **StoryMap**, where people will be able to click on linked locations to read – and hear – poems and stories that they've inspired, in many cases illustrated with images too.

And we'll be creating new **SoundWalks** – guided routes through particular areas or neighbourhoods that link a series of texts and recordings in audio tours of local creativity.

Together, Raising Voices will tell the stories of people and place for everyone to hear.

## **THE ROLE**

MK Lit Fest, Milton Keynes' premier literary festival, is recruiting an experienced creative project co-ordinator to oversee and deliver our Raising Voices Community Programme. The post will be on a part-time contractor basis initially for 6 months, for which £4000 of the fee is currently funded, with possible extension and fee as further funding becomes available.

The postholder will organise workshop-based activities for young people and adults over the rest of 2025/26, encouraging original creative writing and giving voice to underheard communities in MK. The best of this writing – with accompanying sound recordings of readings of the pieces - will be geolocated onto a digital StoryMap of the borough, with some pieces also being accessible by free mobile app in defined SoundWalks. Selected pieces may also appear in printed or e-book form.

Concurrent online masterclasses and general submissions from the wider community will also feed into the StoryMap and SoundWalks.

## **SCOPE OF WORK**

The post-holder will report to the Lit Fest Project Manager and the Lit Fest Steering Group. They will devise creative writing workshop events (delivered by specialists), for identified localities or groups, build partnerships with funders and with local organisations who can support delivery. The first funded workshops are already underway and our aspiration is to deliver 20-30 during 2025.

## **DUTIES**

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

- Developing the Raising Voices Project community programme
- 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
- Supporting the Steering Group in the curation of pieces from the workshops for inclusion in the StoryMap as appropriate
- 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
- Helping to develop funding applications and raise funds for extension of the project
- Delivering the creative and volunteering outcomes
- Overseeing and implementing agreed publicity and media activity
- Helping to prepare and approve publicity material (print and online)
- Gathering and analysing feedback from participants to inform planning of future events
- Maintaining records of outcomes and project learning, for reporting to funders and others
- Attending and reporting progress to the Steering Group on the community programme strand
- Carrying out other activities reasonably needed to help deliver the programmes.

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

### **Essential**

- Knowledge of and personal enthusiasm for contemporary literature and/or of broader verbal arts (eg spoken word, songwriting, scriptwriting)
- 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, including especially the Project Technical Manager and Online Programme Manager
- 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 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 June 2025. We are seeking to appoint someone who can work at least until April 2026, or later if funding is available. Payment will be monthly against invoiced hours at £128 per day.

Phase 1 will run from May to November 2025, for which a fee of £4000 is available. This is equivalent to around 6 days per month, but flexible around varying demands.

Phase 2, if funded, will run on to April 2026, for which a further project fee of £4000 is proposed.

## 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 midnight on Sunday 18<sup>th</sup> May.

Interviews are planned for the week beginning 19<sup>th</sup> May.

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