

barnsleycivic.co.uk

# CREATIVE ENGAGEMENT OFFICER

**BARNSELEY  
CIVIC**

## INFORMATION PACK







# WELCOME

**Thank you so much for your interest in Barnsley Civic and the new role of Creative Engagement Officer, created as part of our organisational restructure.**

It's an exciting time to join us; we have embarked on the next chapter of our journey, with a £4 million transformational redevelopment currently underway, which will open the original doors at the front of our building after more than 26 years, and will include new creative spaces, and a restaurant, bar, and café.

At Barnsley Civic, we are an ambitious, creative, and passionate organisation, driven by a powerful mission – to co-create high-quality, inspirational cultural and creative experiences that elevate aspirations for the people of Barnsley, the borough, and beyond.

Creative Engagement plays a central role in Barnsley Civic's artistic programming and audience development. We are passionate about engaging with those Under 30, alongside all audiences. We have developed a reputation of coproducing work with our communities that is authentic and challenging, and which values the lived experience of people and creates genuine change for the people involved.

As the Creative Engagement Officer, you will play a key role in the development and delivery of Barnsley Civic's community engagement programme. You will support our ongoing creative community groups and support the development of new ones.

If you are passionate about making a difference and contributing your expertise to a vibrant cultural hub, we invite you to be a part of our journey in shaping a brighter future for Barnsley Civic and our diverse communities.

We look forward to hearing from you.



Anthony Baker,  
Chief Executive at  
Barnsley Civic



Charlotte Peel,  
Chair of the Barnsley  
Civic Board



# ABOUT US

**We are a future-focused, contemporary arts centre positioned in the heart of Barnsley town centre.**

We have a range of facilities including an adaptable 334-seat performance space which can also be an events venue, a contemporary design-led gallery space, a creation space, artists' offices, a community space, and three currently unfinished floors which will form part of our exciting capital redevelopment projects (post-2025-2026).

We present a programme of work that we believe is relevant to, and will resonate with, the people of Barnsley. This includes music, dance, comedy, theatre, exhibitions, and work made especially for families and children. Central to our year-round programme is a range of exciting participation and learning opportunities led by visiting artists and creative associates.

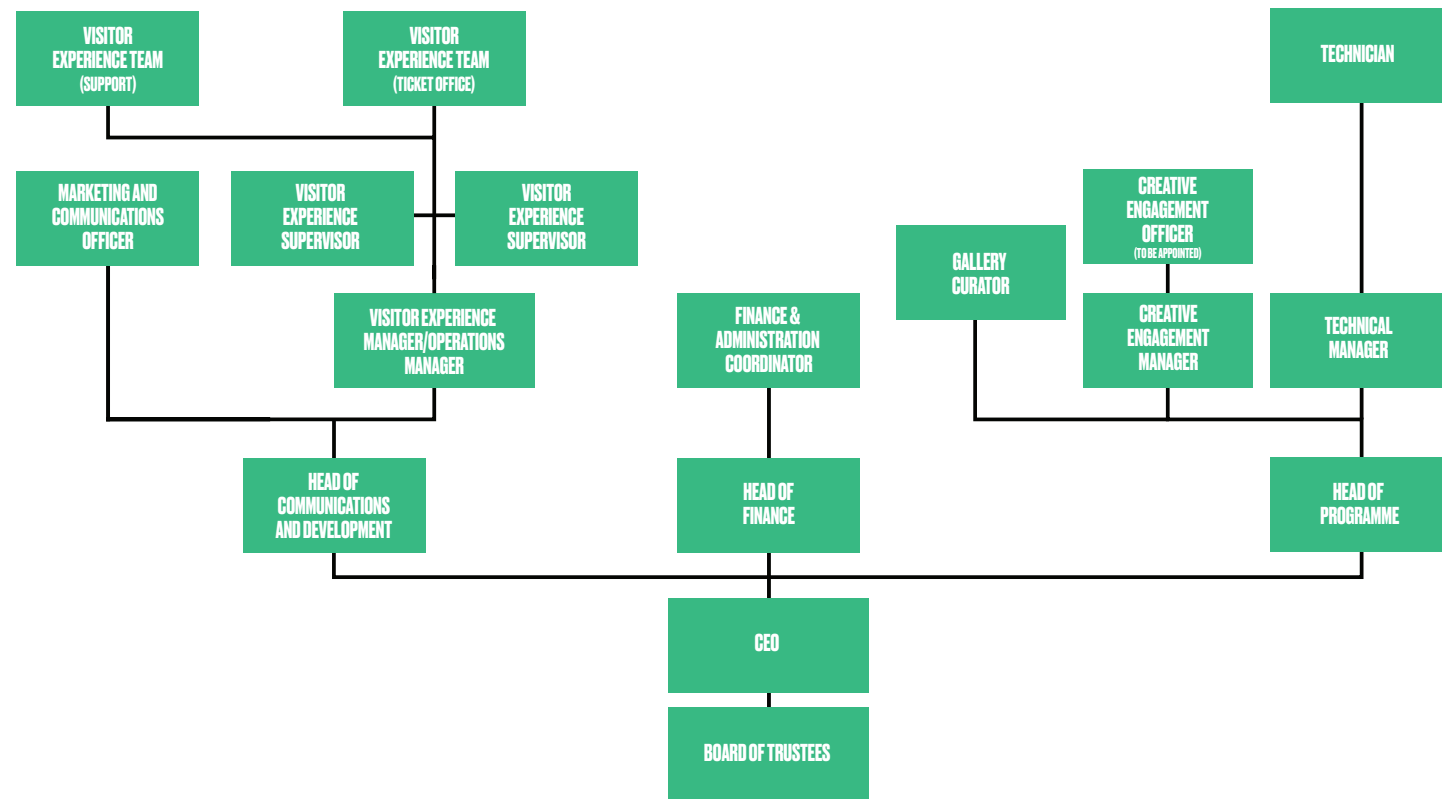
Entering our fourteenth year of operation since reopening in 2009 we are very optimistic about Barnsley Civic's future. A capital development is underway, transforming the Eldon Street end of the building, providing a new front entrance with a coffee shop, bar, and restaurant on the ground and first floors. The second floor will be home to Barnsley-based creative organisations and on the third floor, our exciting new creation space will allow us to host companies in residence, facilitate encounters with audiences and see new productions made in the building.

Anthony Baker's arrival as CEO in September 2021 brought fresh vision and new energy to Barnsley Civic. He has developed vital new artistic and commercial partnerships, secured additional funding from Arts Council England and the local authority, and brought focus and direction to the programme and to the capital project.





# ABOUT US



**We want to work with more people across Barnsley town and borough to offer outstanding relevant, resonant, and inspiring cultural and creative activity.**

## WHAT WE BELIEVE IN

- That culture and creativity are a human right (UNESCO – Right to Participate in Cultural Life).
- Playing a role in the cultural and creative lives of the people in our borough.
- Creating outstanding cultural and creative experiences for the people of our borough.
- Sharing our values with the people of the borough and continuously challenging and developing these, to keep pace with the changing nature of our place.

## WHAT WE DO

- We provide people with a programme which is with, for and by the community here in Barnsley, and is relevant and to which they can relate.
- We work with the people in our borough to co-design and co-deliver cultural and creative experiences.
- We support local and regional artists to create work, which is reflective of contemporary Britain, excites audiences and looks outward to the world, and illustrates opportunities and possibilities.

## HOW WE DO IT

- Provide a programme of artistic opportunities, visual arts and performances which resonate with and excite the people of Barnsley town and borough.
- Provide great value and accessible opportunities for all people in our town, borough and beyond.
- Have a major focus on delivering work for, with and by those under 30 years of age.
- Provide support and opportunities for artists of all genres, through our artist support programme.
- Work in partnership with organisations that share our ambitions and values to deliver outstanding cultural and creative activity.
- Deliver work across more parts of the borough to reach people where they are.
- Structure our staff team and finances to meet our ambitions.

## WHY WE DO IT

- We are the only arts centre of scale in our borough, we need to reach out to all people with a programme which is of, for and by them, embodying an artistic, cultural, and creative sensibility to which they can relate.
- We support the ambitions of Barnsley Council and the people of the borough to realise their potential and exceed it.
- We have an obligation and a duty to serve the people of our borough and provide cultural and creative opportunities with, for and by them.
- We want to raise ambitions and expectations and change how people see and experience differences and the world around them.
- We want Barnsley Civic to be a centre of excellence and be known as an organisation that places people at the heart of its work through listening, delivering, and supporting their life journeys.
- We have a duty and role to spend public investment in line with our funder's needs and for the benefit of the residents of our borough, delivering cultural and creative experiences which are with, by and for them.

## OUR AUDIENCES AND PARTICIPANTS

- Culture and creativity can be life-affirming and life-changing – our role is to make these opportunities available to all the residents of Barnsley borough.
- Many parts of Barnsley are challenged by social and economic problems, we can be part of the solution to these through the work we co-create and share with people.
- We are encouraging those under 30 years of age to become involved in culture and creative activity as an audience, participant, and creator.



# A BIT ABOUT BARNLSLEY

**Barnsley is a welcoming, thriving, and vibrant location and is fast becoming one of Yorkshire's most exciting places to live, work visit and explore.**



Living in Barnsley gives you the best of what South Yorkshire has to offer - bustling towns surrounded by incredible outdoor space, it's minutes from the M1 and has superb transport links (train/ bus/ road).

Sitting on the northeast edge of the Peak District National Park, Barnsley is perfect if you enjoy getting out and about.

With picturesque countryside, beautiful parks and gardens (Yorkshire Sculpture Park), stately homes, industrial heritage, nature reserves, the Trans Pennine Trail, galleries, a wealth of public art, and bustling historic markets, right on the doorstep, it has plenty to offer.

There are some fantastic places to set up a home. Like most of South Yorkshire, Barnsley is best known for its rugged stone-built terraced homes but the most popular properties in the area are three-bedroom semi-detached homes - outlining Barnsley's appeal to families.

And with new developments springing up, the town also offers its fair share of newer houses, as well as town centre apartments close to the station for commuters.

Barnsley town centre recently underwent a £220M transformation, bringing a brand-new retail and leisure complex, The Glass Works and a great day, evening and night-time offer. This is driving footfall and business and attracting visitors from across the region.

The town centre is also home to The Seam development, Barnsley's Digital Campus. An urban village will transform the two Digital Media Centres and the Barnsley College Sci-Tech Digital Hub and will be a testbed for innovative ideas, supporting the Barnsley economy to grow, with digital and smart tech at the heart of it.

Across the borough, investment continues, with several major schemes underway and more in the pipeline.

# CREATIVE ENGAGEMENT OFFICER

## About Creative Engagement at Barnsley Civic:

Creative Engagement plays a central role in Barnsley Civic's artistic programming and audience development and is split into the following strands:

- Education.
- Communities.
- Creative health and wellbeing.
- Developing emerging creative talent.

We are passionate about engaging with those Under 30, alongside all audiences. We have developed a reputation of coproducing work with our community that is authentic and challenging, which values the lived experience of people and creates genuine change for the people involved.

Our community engagement programme is equitable and inclusive, creating opportunities for creatives from diverse backgrounds, cultures, and perspectives, while creating more opportunities for those from Barnsley's underrepresented communities to be part of the town's cultural narrative.

Across our borough we will deliver enriching and engaging work. We will develop new partnerships and new opportunities, with youth voice at the centre.

Creative health and wellbeing is at the heart of our community programming, and we play an integral part of Barnsley's creative health and aim to be influential in its future.





# CREATIVE ENGAGEMENT OFFICER

## OVERVIEW OF THE ROLE

The Creative Engagement Officer will have a key role in the development and delivery of Barnsley Civic's creative engagement programme. They will support our ongoing creative community groups and support the development of new ones.

The postholder will be passionate about, and invested in all the communities of Barnsley, including its artistic community. It will be a role in which there will be countless opportunities to learn across communities, including adopting new skills and embracing existing ones.

The role will require the successful candidate to work with vulnerable adults and young people, creating new enriching and engaging opportunities for them. The post therefore includes the need for meeting the required level of DBS checking.

The role will be split between working on site at Barnsley Civic and off-site in the community, and most weeks will involve an element of evening and weekend working.

This is a rewarding role, working in a supportive and inspiring environment, which could serve as the perfect start to a career in the arts, communities, or creative health.

## KEY DUTIES & RESPONSIBILITIES

1. Deliver a programme of workshops and engagement activities in our target community location, ensuring the activities are run safely.
2. To effectively maintain our established relationships with education providers and third sector organisations and established new community partnerships.
3. To contribute to the development of the community engagement programme with new ideas, ensuring all activity delivered adds value to the artistic programme of Barnsley Civic and its continued development of its Under 30s audience.
4. Support the management of Barnsley Civic's resident Cross the Sky Theatre Company, its lead artists and supporting budget ensuring the group's work has connectivity with the wider organisation and community.
5. Support the management and development of other existing community groups based at Barnsley Civic, including Barnsley Young Writers and Civic Pride Singers.
6. Work closely with the coms department to ensure planned activities are aligned effectively with in house marketing and promotional initiatives to support audience development.
7. To join one relevant community consortium, steering or community group, ensuring Barnsley Civic continues to have an influential voice in local arts and creative health. This role would be delivered within your existing role.
8. Provide regular monitoring reporting on project progress to the Creative Engagement Manager, Chief Executive and relevant stakeholders.
9. Manage the project expenditure budget ensuring compliance with internal financial policies and procedures.
10. To play an active role as part of the Barnsley Civic team and contribute to the wider objectives of the business, including our aims to become a more sustainable and greener organisation.
11. To engage in training and development as and when required by the Community Engagement Manager and / or Senior Management.
12. To uphold and comply with the organisation's policies and procedures and the law in relation to health and safety, financial regulations, equal opportunities, data protection required for the effective and appropriate operation of the venue.
13. To undertake any other duties commensurate with the salary and level of responsibility of the post as directed by Creative Engagement Manager.

|                             |   |
|-----------------------------|---|
| <b>Job Title:</b>           | Creative Engagement Officer.  |
| <b>Hours:</b>               | Between 25 - 35 hours per week.   |
| <b>Salary:</b>              | Up to £23,450 (at 35 hours per week). To be discussed.                                    |
| <b>Based at:</b>            | Barnsley Civic.   |
| <b>Reporting to:</b>        | Community Engagement Manager.   |
| <b>Responsible for:</b>     | Freelance Artists.  |
| <b>Liaison with:</b>        | Head of Programme, Curator, Head of Communications, Artists, External community partners. |
| <b>Holiday Entitlement:</b> | 26 day per annum plus Bank Holidays.  |



# EMPLOYEE SPECIFICATION

## Creative Engagement Officer

| CRITERIA  | ESSENTIAL/<br>DESIRABLE (E/D) |
|---|-------------------------------|
| <b>EXPERIENCE</b> (either through volunteering, paid employment, or further study).   |                               |
| Experience in delivering arts projects in community settings.   | E                             |
| Experience of working in an arts organisations, such as a museum, heritage organisation, art gallery, theatre.                                  | D                             |
| Experience of working with schools and education settings on arts projects.   | D                             |
| Experience of working with vulnerable groups, including mental health / disability support groups.  | D                             |
| Experience of working with and evaluating grant funded projects.  | D                             |
| Experience of working with 3rd sector organisation and community partners.  | D                             |
| <b>SKILLS</b>   |                               |
| Strong communication skills both verbal and/or written.   | E                             |
| Ability to build strong internal and cross-departmental relationships and a flexible approach to working with others as part of a team.         | E                             |
| An ability to engage individuals from a wide range of backgrounds.  | E                             |
| Strong budget management skills.  | D                             |
| Ability to prioritise workloads and work effectively under pressure to meet deadlines.  | E                             |
| Good IT skills.   | E                             |
| <b>EDUCATION/QUALIFICATIONS</b>   |                               |
| Either a degree in a related subject or skills and experience commensurate to the role.   | D                             |
| <b>ADDITIONAL FACTORS</b>   |                               |
| A passion for the arts.   | E                             |
| A demonstrable understanding of the positive impact that the arts can have on health, well-being.   | E                             |
| Willingness to work unsocial hours including evenings and weekends.   | E                             |
| Good understanding of Barnsley and its communities.   | E                             |
| We are interested in hearing from people with any interesting artistic skills – anything from photography, graphic design, podcasting, singing. | E                             |
| A suitable enhanced DBS check.  | E                             |

# IMPORTANT INFORMATION

**LOCATION**  
Barnsley Civic  
Hanson Street  
Barnsley  
South Yorkshire  
S70 1QA

**SALARY**  
Up to £23,450  
(based on 35 hours per week full time).

**HOURS**  
From 25 to 35 hours per week. We are happy to consider offering this role out either part-time or full-time, depending on your personal circumstances.

**ANNUAL LEAVE (PRO RATA)**  
26 days plus bank holidays

**EQUALITY**  
Barnsley Civic passionately believes in equality of opportunity and is firmly committed to encouraging equality, diversity, and inclusion throughout the cultural sector. We encourage applications from every part of society and will strive to make any necessary adjustments for the successful candidate and interviewees.

**FLEXIBLE WORKING**  
Travel will be required as this role requires working with communities and groups as well as some evening and office based work.

**TRAINING AND DEVELOPMENT**  
Willing to undertake training and development opportunities.

**ACCESS**  
If you require any access adjustments, we will make any reasonable adjustments.



# APPLICATION PROCESS

Applicants should send a cover letter (no more than 3 pages of A4 at Ariel 11 point), referring to the person specification above and using examples from your experience and why you think you would be suitable for this role.

Applicants should also send a current CV. Application deadline: **Monday 29 January at 12pm.**

Please send your completed application to [joelbrogan@barnsleycivic.co.uk](mailto:joelbrogan@barnsleycivic.co.uk)

Interviews in-person on **Wednesday 21 and Thursday 22 February.**



# Hive

## South Yorkshire



Supported using public funding by  
**ARTS COUNCIL  
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Metropolitan Borough Council