



COMMUNITY ENGAGEMENT OFFICER

**BARNSLEY
CIVIC**

INFORMATION PACK



WELCOME

Thank you so much for your interest in Barnsley Civic and the role as Community Engagement Officer.

Barnsley Civic is a regionally significant, contemporary arts centre in the heart of Barnsley town centre. With ambitious new leadership in place, and a growing cultural programme, this is a brilliant time to join our dynamic team.

We are a passionate and creative bunch. We believe in our shared cultural & social aims, and work hard together to deliver on them. Our collaborative team-led approach gives everyone a chance to shape what we do and how we do it.

In late 2024 we reopened our Eldon St entrance after more than 26 years, as part of a £2.5 million redevelopment project. As we prepare for our 150-year anniversary in 2027-28, further capital investment will unlock more of our unique building, and we will be developing a wider and more diverse cultural programme; both inside and outside our historic walls.

In these challenging times, we are constantly seeking out new opportunities and new partnerships. The diversification of income streams goes hand-in-hand with an expansion of cultural ambition. Our optimistic vision for the future is that Barnsley Civic will play an ever-increasing role in the cultural and civic life of South Yorkshire, and the wider regional & national cultural landscape.

If you are looking for a new challenge, are ambitious for your own career, and want to be part of a positive & hopeful staff team, then please consider applying for this role. We look forward to hearing from you.





ABOUT US

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

Barnsley Civic is a large and diverse arts & cultural centre. Our 150-year old building is Grade II listed. Across four floors, and over 50,000 square feet, our public spaces include an adaptable 400-seat assembly theatre, a 50-seat studio theatre, three large development spaces, contemporary exhibition spaces, a classes studio, bars and catering spaces, and a welcoming community space in our newly reopened frontage. Alongside these public rooms, the building also holds a range of different office spaces occupied by resident companies and artists.

As a receiving house we programme a rich variety of performance and visual arts, welcoming national and regional tours and touring art exhibitions. We host a broad mix of theatre, dance, family shows, gigs, comedy and entertainment. Alongside external programming, we are expanding our in-house production capacity, with both solo and co-produced projects in development. Like all mixed-use arts buildings we also support a range of private hire events to cross-subsidise our artistic programme.

Both within our building and beyond, our in-house engagement team works with a wide range of community partners and educational institutions to bring creative activities to Barnsley communities. Core activities include Cross the Sky, a theatre company working with learning-disabled adults. We also deliver a growing heritage engagement programme, with support from partners like Historic England. A productive partnership with local and regional government provides the additional resources needed to help us maximise the impact and reach of our creative engagement and cultural programme.

As an Arts Council England National Portfolio Organisation we are focused on supporting the development of the local and regional cultural ecosystem. Our artist support and development activity includes a diverse studio theatre programme of new works, and the provision of creation space for both visual and performing artists. As the most significant ACE-funded cultural building in our area, we host many associate and resident artists and companies, and act as a meeting place for the whole regional cultural sector.

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.

COMMUNITY ENGAGEMENT OFFICER

JOB DESCRIPTION AND PERSONAL SPECIFICATION

Hours:	21 Hours Per week
Salary:	£26,000 (Pro Rata) Fixed Term until January 2028
Based at:	Barnsley Civic
Reporting to:	Community Engagement Manager
Responsible for:	Freelance Artists
Liaison with:	Community Engagement Manager, Engagement Projects Manager, Head of Programme, Exhibitions Curator, CEO & AD.

Overview of the role

The Community Engagement Officer will play a key role in supporting the delivery of Barnsley Civic's Community Engagement programme with a specific focus on our work with schools, young people, and education providers throughout the borough and how we can connect them with our artistic programme.

The post holder will work closely with our Community Engagement Manager to support the delivery of Barnsley Civic's own ongoing creative community groups and exploring new ways in which we can continue to develop audiences for our artistic programme through community engagement and creative health activities.

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

COMMUNITY ENGAGEMENT OFFICER

KEY DUTIES & RESPONSIBILITIES

- Co-ordinate and deliver educational resources, engagement activities, events and workshops within the building and in the wider borough connecting children and young people to our performance, visual arts and heritage programme.
- Effectively maintain our established relationships with schools, education providers and third sector youth organisations and establish new partnerships.
- Support engagement with our annual pantomime, by developing educational resources and activities connecting with specific communities and school
- Support the management and delivery of Barnsley Civic's core creative community groups (these include Cross the Sky, Barnsley Young Writers and Civic Pride Singers)
- Ensure delivery of programmes and projects are to a high standard, including planning, and budgeting.
- Support the management of relationships with freelance artists and companies to deliver engagement activities.
- Play a key role in the creation of Barnsley Civic's long term Youth Engagement Strategy.
- Work closely with the Marketing and Comms department to ensure planned activities are advertised and align effectively with in house marketing and promotional initiatives.
- Work to a framework and process led by the General Manager, and alongside the Community Engagement Manager, ensuring Barnsley Civic delivers on ACE's reporting requirements, including tracking qualitative and quantitative data for including in our Activity Plan and Investment Principles Reporting.
- Work to a framework and process led by the General Manager, and alongside the rest of the Programming and Engagement Team, collect feedback for monitoring and evaluation supporting the delivery of Barnsley Civic's overall evaluation framework.
- 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.
- Take part in engagement specific and company-wide training and development when required.
- 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.
- Undertake any other duties commensurate with the salary and level of responsibility of the post

PERSON SPECIFICATION

Essential

- A good understanding of Barnsley and its communities.
- Experience of delivering engagement activities that engage children and young people.
- Experience of working in the arts & culture sector, or grass-roots arts eco-system
- Excellent written and verbal communication skills, for internal and external audiences, including the ability to formulate copy for publicity and interpretation of exhibitions
- Excellent interpersonal skills
- Proven ability to work as part of a team and independently
- Experience of working towards targets and delivering against them
- Good IT skills
- Flexible and self-motivated

Desirable

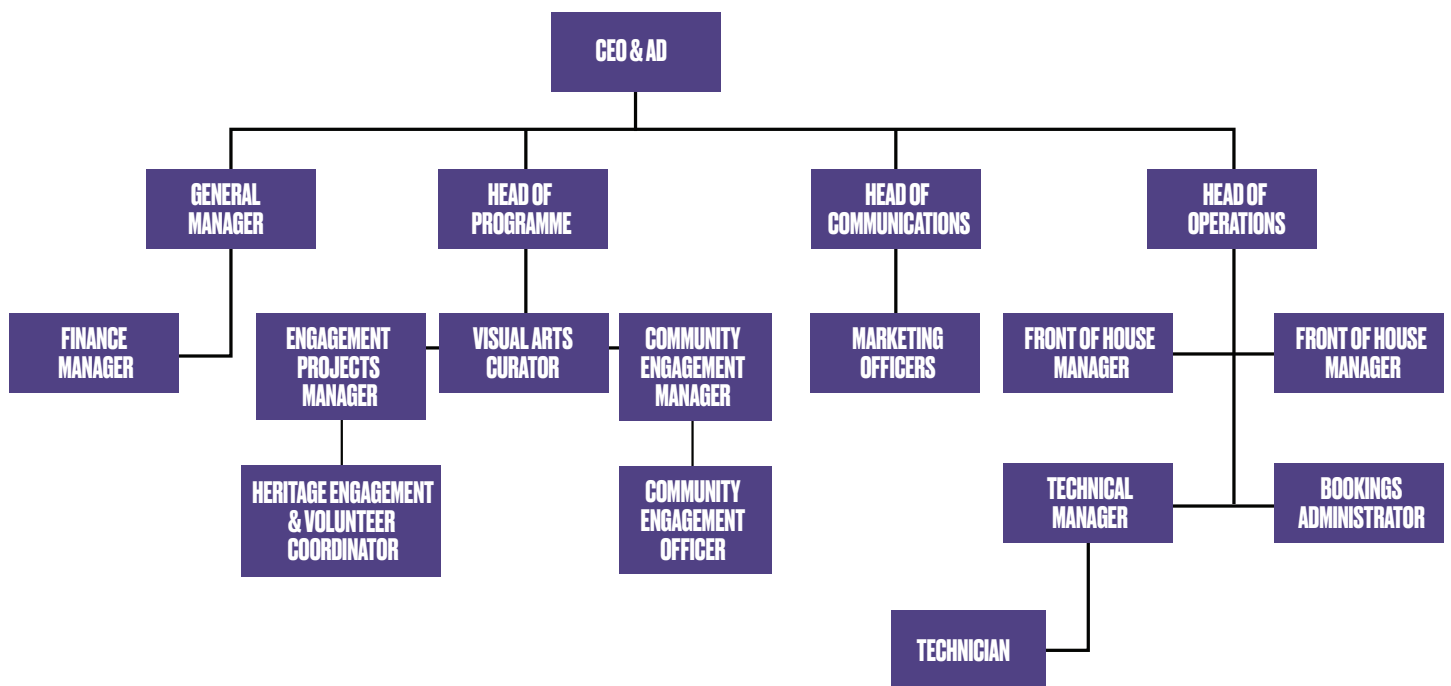
- Experience of working with grant funded projects
- Experience of creating educational or engagement resources
- Experience of budget management
- Experience of contract management
- Experience of youth work
- Experience of working in schools
- Experience in marketing/publicity/social media

COMMUNITY ENGAGEMENT OFFICER

Diversity

Barnsley Civic welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, socio-economic background or disability. All appointments are made on merit, following a fair and transparent process. The organisation employs positive action where appropriate to ensure our staff team better reflects our audiences and communities.

Organisational Structure



IMPORTANT INFORMATION

Distances from Barnsley

Sheffield	20mins
Leeds	25mins
Manchester	70mins

LOCATION

Barnsley Civic
Eldon Street
Barnsley
South Yorkshire
S70 2JL

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.

Reasonable expenses can be paid for travel or access requirements.



Submission Process

Submit your CV and cover letter outlining how your Skills, Knowledge and Experience meet the Job description and personal specification.

Provide two relevant professional referees we may contact.

If you have any questions about the role please email jasonwhite@barnsleycivic.co.uk

Email: jobs@barnsleycivic.co.uk

Closing Date: 5th May 2026

Interviews: 14th May 2026



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