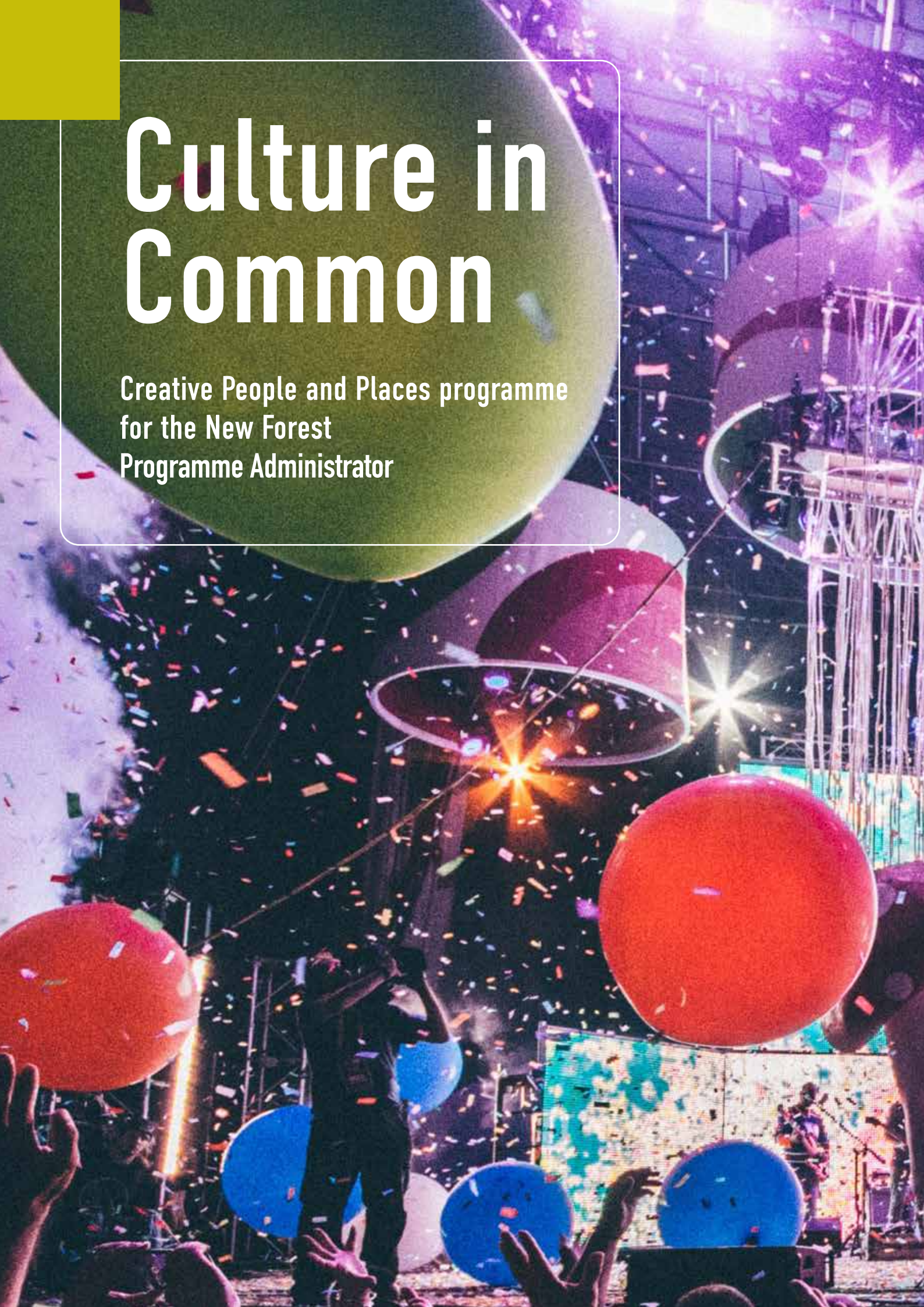


# Culture in Common

Creative People and Places programme  
for the New Forest  
Programme Administrator



# Culture in Common: Our Place and Vision

**Culture in Common is the Creative People and Places (CPP) programme for the New Forest, funded by Arts Council England. It gives local people the chance to enjoy, commission and create their own artistic opportunities.**

We are seeking a Programme Administrator to support the Programme Director in the delivery of co-created arts projects and to make a real difference for our local communities.

In 2022 a New Forest consortium, led by Energise Me, was successful in its bid to Arts Council England for £1m investment to cover the first three years of a 10-year vision to bring communities together to enjoy Culture in Common.

CPP focuses on parts of the country where involvement in arts and culture is below the national average. Active Lives data shows that these are also places where involvement in physical activity and sport is low.

Since 2012, CPP projects have brought together community, grassroots, and cultural organisations as partners to take the lead in choosing, creating, and taking part in arts and cultural activities that their local communities want and need. Over 7.4 million people have engaged with CPP projects across England so far. 83% are people who were not engaging regularly with arts and culture.

New Forest has 179,700 residents, including Gypsy Traveller and Commonwealth communities. It has 8,000 businesses over 290 square miles. It boasts rural, urban and coastal landscapes. Manufacturing, marine and oil refining industries mingle with micro-businesses and cutting-edge technology. The working forest,

with its unique traditions and varied landscape, connects and physically separates the residents - 70% of whom live in the towns at the edges of the district.

Culture in Common is a colourful journey of discovery and co-creation, engaging the New Forest District's disparate communities in collective cultural endeavour. Rooted in the Forest's ancient tradition of commoning, the programme pursues productive partnerships and experimentation to enable a shared vision of arts and culture to flourish.

Culture in Common is developing a thriving community-driven arts scene that rides local tensions and connects and celebrates the district's disparate communities. We're learning from, inspiring and enabling communities to enjoy, commission and create their own artistic opportunities - first within familiar spaces and then on a larger scale.

Our priority areas are Totton and Eling, The Waterside, New Milton and Pennington, Ringwood and the Avon Valley. We have a panel of Community Anchors and Community Hall promoters from these areas that the programme team works with to develop a cultural offer. The community's passion and enthusiasm is driving the project on, celebrating people and place and the transformation of the district into a vibrant and connected hub for arts and culture.

Our 10-year vision is to spark widespread engagement in a sustainable, inclusive and locally inspired offer that makes arts and culture as synonymous with the district as the iconic New Forest pony. The cultural richness of the district will be celebrated in a way that's relevant and valued by the community. Those once least engaged will become the next generation of the consortium to enrich lives through arts and culture. They'll be the powerful advocates who declare "We have culture in common".

# Our People



**Culture in Common is led by Energise Me and a consortium of Folio, New Forest District Council, New Forest National Park Authority and The Handy Trust.**

The consortium blends arts, community engagement, heritage, physical activity and health expertise. We have a strong record of partnership working and co-production and are committed to developing authentic relationships in the least engaged communities of the district.

Alongside the consortium our 'Community Anchors' are committed local residents who organise community events in the district

with those who are least engaged in arts and culture. They are liaising with the consortium and programme team to help us build relationships with the communities we aim to reach.

# The Role

## Overview

The Programme Administrator will:

Provide effective administration and organisation to underpin the smooth management and delivery of Culture in Common.

Coordinate engaging projects for Culture in Common and help evaluate their impact.

Work with the Programme Director, communities and partners to support the artistic and strategic vision of Culture in Common.

Work with communities, consortium members, artists, voluntary groups and other stakeholders to fulfil the aims and objectives of Arts Council England's Creative People and Places programme for the New Forest.

Contribute to the application of the Audience Development and Marketing Plan for the Culture in Common programme.

## Main duties and responsibilities

- Design and manage administrative processes, systems and tools for Culture in Common.
- Respond to enquiries and ideas from individuals, groups and organisations who want to connect to the programme.
- Work with the Programme Director and community champions to coordinate community consultations, research, engagement and events.
- Develop a comprehensive contact database and update it throughout the programme.
- Build and maintain excellent relationships with community champions, community organisations, partners, artists, funders and project participants.
- Support the Programme Director in issuing contracts, and checking policies, insurance and risk assessments for the organisations and freelance artists we commission.
- Support the volunteer venue promoters in managing the TicketSource platform for the sale of event tickets in the New Forest Acting Up touring programme.
- Support the Programme Director and independent evaluator in coordinating the collection and recording of data and stories from projects and activities in line with the monitoring and reporting needs of stakeholders and Arts Council England.
- Organise and administrate Consortium, Community Anchor and other meetings: setting dates, booking venues, circulating agendas and papers, taking minutes.
- Compile and contribute to written progress updates and reports for the Core Consortium, Energise Me Board, Arts Council England and other funders as required.
- Support effective budget management and monitoring by raising purchase orders, checking invoices, reviewing financial reports and working closely with the Energise Me Finance Team.
- Assist with updating information on the Culture in Common website and other channels.
- Work closely with the Programme Director and consortium to support fundraising activity to Trusts, Foundations, Corporate Sponsors and other funders as required.
- Research suppliers and services around project needs.
- Help distribute promotional material with the team as required.
- Assist with the recruitment, management and training of volunteers.

# Person Specification



## **We are looking for an organised self-starter to direct our programme administration and coordinate projects for Culture in Common.**

You will have excellent IT, data management, time management, and communication skills.

You will have a good eye for detail and be able to prioritise your work and show initiative at problem-solving. You will enjoy planning and bringing information as well as people together.

You will enjoy working collaboratively with the team and making connections with people in the community, displaying empathy where required - especially with vulnerable groups.

Ideally, you will have some knowledge of the New Forest area and an understanding of arts administration. You will be passionate about our values of co-creation, empowerment, excellence, and diversity.

You will also believe in the power of arts to improve wellbeing and be committed to minimising our carbon footprint in delivering our activities.

## **We will help our ideal candidate to learn and grow from day one with:**

- An induction to help you get to know Energise Me and Culture in Common
- A learning and development plan to help you deliver impact as a bold leader
- Access to webinars and training through the Arts Council England Creative People and Places Network, Active Partnerships Network and the Arts Marketing Association
- Opportunities to work across the team on a wide range of projects, spanning physical activity and arts and culture
- Two volunteering days to learn by doing, out in our communities

# How to apply and Terms and Conditions

To apply for this role you will need to complete a short application via our online recruitment platform, [Applied](#).

You will need to answer a small number of questions that relate to the job description and person specification. These are designed to test your ability to do the job rather than your experience.

Your answers will be anonymously reviewed by three people to ensure fairness.

Deadline for applications: 12 noon, Monday 6th May 2024

Interviews will take place in person week commencing 20th May 2024.

For an informal chat about the role and the programme, please contact Jacqui Ibbotson, Culture in Common Programme Director: 07935 711816 [jacqui.ibbotson@energiseme.org](mailto:jacqui.ibbotson@energiseme.org)

If you require this job pack in an alternative format, please let us know.

Responsible to: Programme Director, Culture in Common

Responsible for: Potential to manage volunteers

Working from: Partner offices in Winchester Lyndhurst, and Lymington, with the option to work from home/ remotely on other days

Salary range: £25,116 - £28,392 per annum

Contract: Contract offered by Energise Me on behalf of the Culture in Common Consortium.

Full-time position.

Fixed-term until 31st March 2025, with a likely 12 month extension.

Notice period: One month on either side following successful completion of six-month probation. One week during probation.

Hours of work: 35 hours per week, worked flexibly to fit in with the needs of the project. This will include work at evenings and weekends.

Holiday: 25 days paid holiday per year plus Bank and public holidays.

Pension: Energise Me will comply with the employer pension duties applicable to your employment.

Eligibility: Applicants must have the right to work in the UK.

All appointments are subject to an Enhanced Disclosure and Barring Service check (DBS)

