

Bermondsey Artists' Group

The registered company office of the Bermondsey Artists' Group is c/o CGP LONDON, Gallery by the Pool, 1 Park Approach, Southwark Park, London, SE16 2UA.
Telephone: 020 7237 1230. www.cgplondon.org

Job Description: Public Engagement Manager, CGP London

- Employer:** The Bermondsey Artists' Group – a not-for-profit company Limited by Guarantee and a Registered Charity
- Place of work:** CGP London – The Gallery and Dilston Grove, Southwark Park, London SE16.
- Reports to:** Gallery Manager, CGP London.
- Hours of Work:** 16 hours per week (inclusive of one hour unpaid lunch break per day) with occasional evening/weekend hours as required. Overtime payments will not be made, however, with the agreement of the Board, time off in-lieu will be. *The role may be subject to one additional day per week (increasing the role to 3 days per week) pending funding sought during 2018/19.*
- Contract period:** Permanent 2017-18 and thereafter subject to renewal of funding from core funders
- Remuneration:** £25,800 Pro Rata (£10,320 per annum).
- Responsible to:** The Director and Board of Trustees.
- Probation:** 3 months .
- Period of Notice:** 3 months to both employer and employee
- Holidays:** 11.2 days per annum excluding national bank holidays
- Pension:** Subject to status

1.0 Purpose of the Job

- 1.1 To develop and sustain a positive Public Engagement identity that ensures CGP London's exhibition programming and community engagement is meaningful, responsive and inclusive
- 1.2 The successful candidate will develop an effective Public Engagement & Audience Development Strategy with the Director which delivers and promotes an engaging programme that includes challenging and inclusive performances, partnership working and collaborations, talks, debates, artists' opportunities, learning and social inclusion events
- 1.3 The Public Engagement Programme's scope will meet the commitments made by the organisation to Arts Council England within our successful application for National Portfolio funding for the period 2015 – 18 and in the organisation's current application for the period of 2018-22
- 1.4 To provide direction, inspiration and leadership to an experienced team of Artist Associates who will deliver all workshop aspects of our learning activity within the Public Engagement Programme
- 1.5 To be the 'public face' of the organisation in all areas of it's Public Engagement activity and offsite networking
- 1.6 To provide powerful advocacy for CGP London's core ethos of combining high quality artistic experimentation with a key commitment to social inclusion
- 1.7 To build a strong and effective relationship with the Board of Trustees and support es-tablished partnerships with core funders, Southwark Council, local community groups, arts organisations, schools and Higher Education establishments, early to mid-career curators and artists and the Bermondsey Artists' Group membership organisation
- 1.8 To ensure that the organisation meets the commitments made in all policy documents (including our Creative Case vision, Diversity, Equal Opportunities, Protection of Children and Vulnerable Adults and Sustainability which all promote inclusion, access, good practice and social responsibility)
- 1.9 To identify, develop and secure an increase in earned income, working with The Director and Strategic Development Director on all aspects of Public Engagement Programme related fundraising and sponsorship
- 1.10 Work with The Board of Trustees and Director to maintain existing and develop new partnerships for long-term meaningful projects and activity

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2.0 Main Duties of Position

2.1 Strategic development of a revised Public Engagement Strategy for the organisation that reinvigorates the following aspects of our core activity:

- Audience Development, working with the gallery team on all aspects of increased audience development and engagement across all elements of the organisation's operations
- Public programming in response to and independent of the gallery exhibition programme, devised in collaboration with The Director, gallery partners, freelance curators and exhibiting artists
- Partnership development and meaningful long term engagement with existing local and national partners, integrated within the gallery exhibition and learning programmes
- Working with The Director to develop and maintain the strategic development of the Learning Programme
- Line Management of Artist Associates* (artist educators who deliver learning programme activity workshops)
- Line management of the gallery's freelance gardener during our annual allotment season
- Increase and diversify existing digital engagement and online content generation including digital commissioning and public event documentation, supported by The Gallery Manager and Administrator
- Working closely with the Director and Gallery Manager on the management of a new Creative Writing residency programme (launching 2018/19) and related community events
- Working with our Strategic Development Director on fundraising for all public engagement programming and learning activity
- Development of sponsorship relations and philanthropic giving
- Working closely with the Board of Trustees and Director to agree an inclusive programme of work
- Working closely with the Gallery Manager on all aspects of public event delivery
- Developing annual balanced budgets appropriate for the ambitions of the artistic, learning and social engagement programme as defined by the Business Plan in collaboration with The Director, Finance Manager and Strategic Development Director

2.2 Ensure that the organisation:

- Delivers programmes of engaging public activity that reflects national excellence whilst remaining locally relevant
- Maintains and develops an integrated programme of Learning and Community Engagement activity
- Meets all of its statutory and legal responsibilities as a not-for-profit company Limited by Guarantee and as a Registered Charity
- Meets all of its statutory and legal responsibilities as a responsible employer (including adherence to Health & Safety legislation, good employment practice, staff development, ensuring that internal communications are strong and that meetings, planning and appropriate levels of information reach every member of the team)
- Maintains effective monitoring and visitor information and ensures that this is shared with the team, funders, and partners to better facilitate the development of future activities and influence reactive relevant activity
- Working with the Gallery Manager and Administrator to supply accurate monitoring information required by funders (Arts Council England, Southwark Council and other project-specific funders such as local charities, trusts, etc), our Accountant, Companies House and the Charity Commissioners
- Has effective marketing strategies in place that will increasingly exploit emerging digital technologies

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2.3 *Artist Associates

CGP London works with an energetic and experienced small pool of artist educators, who deliver all aspects of our learning program (workshops, allotment club, Seniors Art School and so forth). Upon the appointment of this new role, this group will be renamed as Artist Associates. Following regular meetings with The Director, the successful candidate will host regular programming meetings with the Artist Associates, updating them of the forthcoming exhibitions, public and learning programmes. The Associates will deliver, guided by your management and expertise, engaging and innovative workshops for all existing participant groups and generate new ideas for future programming, working within the budget set by the successful candidate and The Director.

3.0 Person Specification

3.1 Essential experience and skills

3.2 We are seeking candidates who have a minimum of 3 years experience managing small teams together with evidence of:

- Experience of working with artist educators, curators and artists in the delivery of innovative and engaging Public Engagement and Education activity
- Experience of working with schools, educational organisations, arts organisations and community groups within an arts context
- The ability to work closely with partners and other organisations on project creation and delivery, and to maintain these relationships into the future
- Proven ability to inspire, lead, challenge and support participants, colleagues, stake-holders and supporters
- Proven high quality project management and organisation skills
- Ability to work on own initiative and prioritise, delegate and organise a varied workload to meet deadlines
- Maintaining an overview while being attentive to the details
- A proven record of sound and prudent financial management that includes delivering balanced budgets and confident fundraising
- Working with and managing relations with major stakeholders
- Experience of fundraising from Trusts, Foundations, Charities and public bodies together with an understanding of the importance of developing earned income and private giving.

3.3 Essential Specialist Knowledge:

- 3.4 Excellent knowledge and understanding of current arts educational policy, best practice, local and national political landscapes
- 3.5 A broad knowledge of contemporary visual arts
- 3.6 An informed interest in, and commitment to, the type of work presented by CGP London
- 3.7 An understanding of the importance of engaging with the community to facilitate inclusion and to foster local support for the organisation's activities
- 3.8 An understanding of the financial accountability requirements of a small to medium size charity
- 3.9 An understanding of sound and prudent financial and management accounting practice
- 3.10 The ability to build and manage complex projects, relationships and partnerships to a high standard, on time and on budget

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- 3.11 Understanding of the main principles of fundraising
- 3.12 Experience of leading negotiations with partners, funders, sessional staff, suppliers and other contractors
- 3.13 The ability to write clear and effective reports, evaluations, budgets and schedules
- 3.14 A flexible, creative and innovative approach to working in a variety of contexts both for-mal and informal
- 3.15 Confidence in building relationships and collaborating with a diverse range of people
- 3.16 A creative 'can do' approach to problem solving
- 3.17 A positive attitude to flexible working hours as appropriate to a diverse programme of workshop activity, exhibitions, events and meetings
- 3.18 The ability to develop a network of peers to exchange ideas, develop practice and knowledge
- 3.19 An awareness of current and evolving opportunities for marketing arising through the use of new technologies and social media
- 3.20 Knowledge of Health and Safety working practice within public buildings
- 3.21 IT skills (ideally utilising Apple equipment and related operating systems)
- 3.22 Confident use of the internet

All CGP London staff are expected to read and act fully in accordance with the organisation's Diversity Policy.

Application Process

Recruitment Advertising: Friday, 17 March – Wednesday, 26 April 2017

Application Deadline: Wednesday, 26 April by 5pm

Shortlisting: 27 April – 5 May 2017

Shortlisted Candidates Informed: Friday, 5 May 2017

Interviews: Thursday, 11 May 2017

Successful Candidate Notified: Monday, 8 May 2017

Contract Start Date: Week commencing 29 May 2017 or as soon as possible pending notice to existing commitments where required.

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Diversity Policy 2008 (part amended 2011)

Policy Statement

The Bermondsey Artists' Group (managing CGP London: Cafe Gallery and Dilston Grove) is an equal opportunity organisation committed to promoting the fullest participation in the Visual Arts by all sections of the community. To realise this, we have created this document to guide us in ensuring that all sections of the community are included in the work that we do. To ensure that this policy remains relevant and fit-for-purpose, it will be reviewed every two years.

The organisation is committed to ensure equal opportunity for all in our management structure, employment practice and service provision regardless of race, gender, belief, age, sexual orientation, marital status, disability or class.

The organisation seeks not to discriminate intentionally or unintentionally against any group or individual.

The Social Model of Disability is used by the organisation to guide all activities in the belief that this encourages a more inclusive approach to developing a truly diverse user base.

All employees are required to understand these principles, be aware that they are endorsed at the highest level of the organisation and to apply them in all areas of their work.

This policy will be implemented through:

Management Structure

1. The board and gallery staff seek to reflect the diverse nature of the population of the UK, specifically that of the visual arts sector.
2. The board and gallery staff will receive a copy of the policy statement and be inducted in how to implement this in practice.
3. The policy is reviewed quarterly by the board and adjustments are made, where applicable, to improve practices.
4. The organisation demonstrates a commitment to the policy in all areas of responsibility, including policy development, management of staff and service provision. The understanding and implementation of this Diversity policy is part of all staff appraisals.
5. The organisation seeks to present positive images of the diversity of its staff, participants and visitors in publicity and promotional materials when applicable.
6. The annual report provides an update on our progress on achieving the aims of this policy.

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Employment Practice

Recruitment

1. Job advertisements state that the organisation is an equal opportunities employer and encourages applications from all sections of the community.
2. Accurate job descriptions are written for all roles plus all staff receive a full and comprehensive induction to the organisation, its policies and the specific requirements of their job.
3. Staff and board members involved in the recruitment process are familiar with equal opportunities through training or briefing.

Training and Development

1. Training and development is made available where possible to improve and enhance employee skills targeted to meet the needs of both the individual and the organisation.
2. Induction training highlights the existence of the Diversity policy and its implementation. Training is made available for staff.
3. Complaints from visitors and staff are taken seriously. In the first instance, complaints are brought to the weekly staff meeting. In the second instance, complaints are taken for consideration / arbitration by the board. Any action taken is made known to all parties.
4. Staff must be aware that harassment and bullying takes many forms. The organisation recognises these issues and takes them seriously. Managers understand that they carry the responsibility to show positive leadership and bring matters arising to the weekly staff meeting and, if unresolved, can be discussed with the board.

External Relations

1. The organisation seeks to build and maintain relationships with under-represented groups to encourage the fullest participation in all of our activities. This is reflected in both our exhibitions and community learning programme (e.g. Regularly working with Autograph ABP, Corali, Bede House, inIVA and Age Concern Caribbean Elders plus the DIY Club which is the organisation's club for local family learning that currently has a diverse membership of over 390 local families.).
2. The organisation encourages participation in its activities by social groups not traditionally involved in the arts. This is achieved through a diverse exhibition and community learning programme, marketing strategy and developing the gallery profile on a local / national / international level.

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3. The organisation recognises that it is essential to consistently strive towards the removal of the physical barriers that restrict mobility and the psychological / attitudinal barriers that prevent people from accessing the facilities, activities and enjoyment that the organisation's programme provides. We therefore ensure that all external relations are designed to encourage people to enter the space for the first time and want to visit again, to feel comfortable and welcomed, to be confident to ask questions and believe that staff want to respond to their needs because the whole organisation is committed to providing a rewarding experience for all.

Service Provision

Programme

1. CGP London presents a programme that includes artists from different cultural backgrounds and disabled artists.
2. Disability and accessibility are taken into account during installation, for example points of access for wheelchair users, whilst maintaining the integrity of the exhibition.
3. Exhibitions and off-site projects, wherever possible, are accessible to all sectors of the community.
4. The exhibitions and Community Learning and Access programme are promoted as widely as possible, targeting relevant groups where appropriate.

Monitoring

1. This diversity policy will be monitored through collecting statistics on visitors, staff and board in respect of disability, gender and ethnic origin.
2. In partnership with all of the funded galleries in London, Audiences London and Arts Council England, we maintain a central computerised database of questionnaires completed by visitors to our venues. This information is collated to provide each individual gallery with key statistics plus a global picture of visitors to all funded arts venues in London. The information for our organisation provides a valuable insight into who is visiting our galleries and how we are progressing towards meeting the aims of this policy. All staff and members of the board have access to this database to ensure that everyone in the organisation has a full understanding of who is visiting our venues and which sections of the community require additional action to encourage them to participate in our activities.
3. The organisation values monitoring as an efficient means of identifying our progress in realising the aims of the Diversity Policy.
4. The organisation ensures that complaints are brought to the attention of management and that a record is kept of all complaints and responses to them.

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Promoting Equality

The organisation recognises that an active approach to diversity, race relations and disabled access to all of its activities is necessary to counteract under representation in the visual arts. The organisation considers the impact of its actions on audience, exhibitors, staff and board. The key aims are to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups
- Eliminate real and perceived barriers to the fullest participation in our activities by all sections of the population

We aim to ensure that the environment at the gallery is welcoming, free from prejudice and able to meet the needs of a diverse audience, regardless of socio-economic class, educational background, disability or race. Having strategies to deliver race equality is an integral part of this process that:

- Creates a positive and inclusive environment
- Meets our visitor and exhibitor requirements
- Allows our staff and board to be representative of the diverse cultural identity of the arts sector and able to meet the needs of our visitors and exhibitors

Race Equality Policy (amended 2011)

The Race Equality Policy is a central part of our Diversity policy, the organisation's core philosophy and all of its activities. The purpose of the policy is to promote diversity, fairness and equal access to our exhibitions and community learning programme. The policy statement sets out our intent and aim.

Intent: This organisation confirms its commitment to a policy of equal opportunities in employment, service provision, exhibition and learning opportunities.

Aim: The policy is to ensure that no employee, visitor, exhibitor, curator or workshop participant receives less favourable treatment on any grounds and has the fullest access to exhibitions and the community learning programme.

The organisation is committed to:

- Actively tackling discrimination
- Tackling the real and perceived barriers to the fullest participation in all of its activities.

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- Working with organisations to promote good relations, access and exhibition opportunities for ethnic minority groups (e.g. Autograph, INIVA, Bede House, Caribbean Elders).
- Ensuring that the Race Equality Policy is fully implemented.

Enforcement

- The management of the organisation are required to ensure that any person who considers that they have not been treated in accordance with this policy are made aware that they can, without prejudice or discrimination, raise their concerns with the Director and if not satisfied are entitled to ask for the matter to be passed to the board for a definitive decision.

Delivering on specific duties

- Timetabling monitoring events including spot checks
- Training staff in race equality
- Analysing data from the questionnaires that informs policy development
- Bi-annual evaluation and update of the policy by the board and staff

Disability Policy

The Disability Policy is a central part of our Diversity policy, the organisation's philosophy and its core activities. The purpose of the policy is to promote diversity, fairness and equal access to our exhibitions and community learning programme. The policy statement sets out our intent and aim.

Intent: This organisation confirms its commitment to use the Social Model of Disability to ensure that we meet the needs of disabled people in terms of employment, service provision and exhibition opportunities.

Aim: The policy is to ensure that no employee, visitor, exhibitor, curator or workshop participant receives less favourable treatment on any grounds and has the fullest access to exhibitions and the community learning programme.

The organisation is committed to:

- Actively tackling discrimination
- Tackling the real and perceived barriers to the fullest participation in all of its activities
- Working with organisations to promote good relations, access and exhibition opportunities for disabled people together with ensuring that the Disability Policy is fully implemented (e.g. Corali, Bede House, Pallant House, etc)

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Enforcement

- The management of the organisation are required to ensure that any person who considers that they have not been treated in accordance with this policy are made aware that they can, without prejudice or discrimination, raise their concerns with the Executive Director and if not satisfied are entitled to ask for the matter to be passed to the board for a definitive decision

Delivering on specific duties

- Timetabling monitoring events including spot checks
- Training staff in disability awareness
- Analysing data from the questionnaires that informs policy development
- Bi-annual evaluation and update of the policy by the board and staff