

CHARLESTON

JOB TITLE:	Head of Community Engagement
REPORTING TO:	Director / CEO
CONTRACT:	Permanent
SALARY:	£30-36K, depending on experience
HOURS:	35 hours per week. Some evening and weekend work will be required

ABOUT CHARLESTON

Charleston is a place that brings people together to engage with art and ideas.

The modernist home and studio of the painters Vanessa Bell and Duncan Grant, Charleston was a gathering point for some of the 20th century's most radical artists, writers and thinkers known collectively as the Bloomsbury group. It is where they came together to imagine society differently, and has always been a place where art and experimental thinking are at the centre of everyday life.

Today, we present a dynamic year-round programme of exhibitions, festivals and events. We believe in the power of art, in all its forms, to provoke new ways of thinking and living.

The Charleston Trust was formed in 1980 and is responsible for the care of Charleston's house, interiors and collections; and for opening the site to visitors. It is an independent charitable trust with a commercial trading arm, and currently receives no regular public funding.

MAIN PURPOSE OF ROLE

Charleston is seeking a dynamic and inspiring individual to design and secure funding for a new community engagement programme. Community engagement at Charleston will be developed in partnership with our communities through broad and deep consultation. The programme will support our vision of Charleston as "a bold, pioneering public space for art, championing experimental thinking, liberal values and social inclusion towards a different way of living." The Head of Community Engagement will work innovatively, taking inspiration from the best ideas nationally and internationally, to design programmes and activities which are new, distinctive and potentially radical, driving measurable impact for the people in our communities including those who don't currently engage with Charleston.

The Head of Community Engagement will lead on securing funding to build a team and develop programmes and will deliver activity when the new programme is in its infancy. This is a role where experimentation and innovation is critical in order to deliver activities and programmes which are distinctive to Charleston (its history, contemporary events, collections and location) and which are meaningful for the individuals and communities who engage with these new programmes. Community engagement at Charleston will need to deliver new

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routes into our existing programmes, including our growing festival portfolio and exhibition programmes, as well as creating new initiatives that deliver long-term engagement with the Charleston story and future vision.

DUTIES AND RESPONSIBILITIES

- Work closely and collaboratively with Charleston's EDI group, LGBTQ+ focus group and senior management team colleagues to ensure that Charleston is welcoming and accessible to all.
- Contribute to the development of an audience development plan for Charleston, specifically defining a place for community engagement in reaching audience goals both through existing programmes and new initiatives
- Design and deliver pilot activities to test, evaluate and refine proposed programmes.
- Support and advise colleagues in all departments to remove barriers to access and ensure Charleston is welcoming for all.
- Build networks in the region with charities, educational partners, community groups, cultural partners and the healthcare sector.
- Design and deliver meaningful community consultation both at Charleston and in other settings.
- Work with other senior managers to widen the reach of our volunteer recruitment and develop meaningful roles for volunteers across the organisation. Secure funding to develop a Community Engagement team and line manage staff and freelance project workers.
- Secure funding in consultation with the Development team and make sure that all funding reporting requirements and outputs are successfully delivered.
- Manage departmental and project budgets effectively to deliver the most impact.
- Work as part of Charleston's senior leadership team developing and delivering the organisational strategy.

Organisational responsibilities

- To work in accordance with The Charleston Trust's aims, objectives and values
- To work in accordance with all The Charleston Trust's policies and procedures
- To work flexibly to best meet the needs of the organisation
- Attend events and play an active part in the creative life of Charleston

This list of duties and responsibilities is not intended to be exhaustive. The job holder will be expected to take on additional tasks when required; these tasks will be in keeping with the general profile of the role.

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PERSON SPECIFICATION

Your attitude is as important to us as your professional experience. We are interested in how your life experience and commitment to social inclusion, as well as your skills and professional experience, will support Charleston in listening to its communities, securing funding and building a team, and delivering a new and impactful approach to community engagement.

Desirable skills and experience

- A passion for working with people from all sections of society
- An awareness of innovative approaches to community engagement, either within the cultural sector or in other sectors
- A proven track record of running meaningful community consultation
- Experience of running creative community engagement schemes that delivered long-term impact
- A confident and effective communicator in person and in writing.
- Ability to mentor and supervise individuals, as well as work independently
- An appetite for taking risks and innovating
- A strong network and the ability to form a wide-ranging set of strategic partnerships
- An Enhanced DBS check is required for this post
- A driving license will be required to work with rural communities
- Experience of delivering activity that supports the overarching strategic vision of an organisation, and helps to drive a change in brand perception

HOW TO APPLY

Deadline for applications: Friday 13 January 2023

Interviews: w.c 23 January 2023

To apply, please email a covering letter of no more than 2 pages and a CV of no more than 3 pages to jobs@charleston.org.uk and follow the link on the job description webpage to complete an equal opportunities monitoring form.

All positions at Charleston are offered subject to the following conditions:

- Receipt of satisfactory references
- Proof that you are legally entitled to work in the UK

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