**JOB DESCRIPTION**

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| **POST:** | **Community Liaison** | **DEPARTMENT:** | **External partner organisation** |
| **REPORTS TO:** | **External partner organisation** | **DIRECT REPORTS:** | **NA** |

**FEE:** £3,900

**LOCATION:** Hull & residential to European partner city

**CONTRACT TYPE:** Freelance fixed term contract (including evening and weekend working).

**PERIOD:** 26 days

**DATES:** September to December 2016

**PURPOSE:**

In 2017 the eyes of the world will be on Hull as it becomes UK City of Culture. Hull is only the second city to hold the title, the first in England. Hull UK City of Culture 2017 Ltd has been established to plan and deliver 365-days of transformative culture through a range of diverse events and projects.

After the Olympics and Paralympics, Commonwealth Games and the Tour de France in Yorkshire, this will be the biggest, most high profile event the UK will be staging over the next few years.

To deliver 365 days of transformative culture Hull 2017 is working with a wide range of artists and organisations and we are advertising this role on behalf of a partner organsation. The partner organisation is looking for a Community Liaison person to recruit participants for three workshops and to chaperone a group of five young people on a trip to a European partner city.

The role will be responsible for recruiting participants for both the workshops and the trip to the European partner city, facilitating their attendance, and ensuring the care and safety of the young people while travelling and throughout the visit.

The role will also work with the partner organsation and Hull 2017 Learning and Community teams to share knowledge and build interest about the project with education and community groups across the city.

This project will not be public domain until Hull 2017 season launch on Thursday 22nd September 2016. A full project overview will be provided at interview stage.

**RESPONSIBILITIES:**

Work with our partner organisation and Hull 2017 School Engagement and Community teams to:

* Introduce and build interest in the project with schools, young people and older generations and community groups around the city
* Communicate updates to stakeholder groups about the project at key stages of production following the public season launch
* Recruit and facilitate attendance of participants for three workshops in Nov-Dec 2016:

-Workshop 1: 20 x Year 6 students from schools around Hull

-Workshop 2: 20 x young people from diverse communities around Hull

-Workshop 3: 20 x over 60s from around Hull

* Recruit and chaperone five young people (aged between 18 – 25 years old) on a trip to European partner city in Dec 2016
* Ensure the care and safety of the young people while travelling to the European partner city and throughout the visit
* Working with schools, young people, older generations and communities to build audiences for live events in Autumn 2017
* Undertake other duties as reasonably requested

REQUIRED SKILLS & EXPERIENCE:

* Knowledge and understanding of the context and characteristics of Hull and surrounding areas in terms of geographical, political, social and community landscapes
* Strong interpersonal skills, an ability to inspire, and an enthusiasm for working with diverse groups of people
* Good organisational, written and oral communication skills
* Experience of working with young people in a range of environments
* Experience of working with older people in a range of environments
* Experience of working collaboratively with creative professionals
* Experience of working with diverse groups in creative contexts
* Experience of hosting/chaperoning residential trips with young people
* Experience of safeguarding and child protection
* Experience of safeguarding and vulnerable adult protection

**SCHEDULE:**

* September – December 2016 (10 days) - Workshop recruitment and European partner city visit
* January – March 2017 (3 days) - Community outreach
* April – August 2017 (8 days) - Community outreach, particularly around filmmaking
* September – December 2017 (5 days) - Community outreach for the live events

**HOW TO APPLY**

Please send the following to [recruitment@hull2017.co.uk](mailto:recruitment@hull2017.co.uk):

* Curriculum vitae
* Covering letter (no more than two sides of A4)
* Completed equal opportunities monitoring form

**ADDITIONAL INFORMATION**

**CLOSING DATE:**

**INTERVIEW DATES:**

**FURTHER INFORMATION:**

You will be required to complete a Disclosure and Barring Service clearance check for this role.

Our partner organization is an equal opportunities employer and welcomes applications from all sections of the community.