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**ARTS COUNCIL
ENGLAND**

Outreach for Recovery- job description and person specification for the role of Community Outreach Officer

Post Title: Community Outreach Officer, World Jam

Location: Nottingham and Nottinghamshire

Salary: £75 per week

Hours: 5 hours per week paid, flexible working.

Employment Type: Part time, freelance, 12 months fixed term

Closing Date: 31st Jan 2022

World Jam is Nottingham's global poetry and music community. Our aim is to connect Nottingham and Nottinghamshire's diverse communities through music jams, concerts, socials, writing workshops, poetry and lyric translation services and poetry anthologies. We began in 2012 and have worked with various local organisations, including Nottingham Writers' Studio, the National Holocaust Centre and Nottingham City of Literature, and have hosted performers of more than twenty native languages. We are a small, grass roots, non-corporate organisation and are very much run as a passion project.

<https://www.worldjam.co.uk/>

We are employing three part time, freelance community outreach officers on 12-month fixed term contracts as part of our Outreach for Recovery project. This project, funded by The National Lottery and Arts Council, aims to bring World Jam's activities to local marginalised communities and expand these activities into different areas of Nottingham and Nottinghamshire.

Job Purpose:

To identify and connect with musicians and poets from marginalised communities, in order to build relationships and promote World Jam activities. The work includes virtual, over the phone or in person meetings with organisations, groups and individuals across Nottingham and Nottinghamshire, as well as regular communication and meetings with the World Jam directors.

Main duties and responsibilities:

These are, but not limited to:

Outreach:

- To research and identify individuals, musicians, bands, poets, organisations, community groups and other suitable people and places within Nottingham and Nottinghamshire.
- To build relationships with the above people, organisations and groups.
- To promote World Jam activities and the Outreach for Recovery project.

Supporting World Jam directors:

- To be in regular communication with World Jam directors, via messaging, phone calls, regular supervisory meetings and attendance at some events.
- To introduce World Jam directors to individuals and groups once relationships have been created.
- To maintain detailed timesheets and records of outreach, including who, when, where, how and level of success. These are to be sent monthly to World Jam directors.

Self Management:

- To manage own self-employment, including monthly invoicing to World Jam and managing their own yearly tax returns.
- To be willing to travel in the Nottingham and Nottinghamshire areas.
- To comply with COVID-19 guidance and regulations, including lateral flow testing prior to in-person outreach work.

Probationary Period:

The job will initially be offered to successful applicants on a six-week probationary period. Continuation of the contract after this period will be subject to satisfactory performance against the set targets.

Notes for Applicants:

Successful applicants will:

- be recruited as freelancers contracted to World Jam, not as World Jam employees. Work will be done remotely, to flexible working arrangements.
- Be required to have active registration with the HMRC or be willing to obtain a Unique Tax Reference number prior to starting their role. World Jam are happy to support successful applicants with this registration process.
- be paid via hourly contract and monthly invoicing to World Jam. The rate of pay will be £15/hour up to a maximum of 5 hours per week. Salary includes travel time and travel costs. Due to the model of recruitment, there will be no holiday pay or sick pay.
- Need to have a full DBS check prior to starting the role. If required, the cost of getting a DBS check will be covered by World Jam.

- Need to have access to personal IT equipment (including phone and computer).

Ideal candidates will have:

Essential skills:

- Excellent written and verbal communication skills.
- A strong understanding of the challenges refugees, migrants and other marginalised communities face in the UK.
- Ability to work independently and collaboratively in a team, to meet the project objectives
- Strong ability to build relations with people and organisations
- Competence in operating Microsoft Office, including Excel.

Desirable skills:

- Previous experience of working with Black, Asian and minority ethnic groups.
- Lived experience and/or languages abilities.
- An interest in music and or poetry as an art form.
- Ability to travel to in Nottingham and Nottinghamshire.

To apply:

Please send your CV and a short covering letter to info@worldjam.co.uk.