



## **Participation Producer (Communities and Outreach - Preston) Full Time Fixed Term for duration of NPO funding, until March 2026**

### **Main Duties and Responsibilities:**

We are recruiting a Participation Producer to develop and deliver community-focused engagement and outreach, in particular in Preston and the surrounding area, to support increased participation in the creative power of football (*Football Creates*). Furthermore, we are looking for someone who will work with colleagues to embed equity and inclusion at the heart of our community work, and encourage and develop increased representation in our programmes and wider outputs.

Role family: Content

Line Manager: Community and Public Programme Manager

Band: E

### **Management / Supervision:**

Volunteers

Freelancers

### **Overall Purpose of the Post**

- To lead on the delivery of community-focused outputs as part of the museum's NPO programme, with a focus on the museum's Resource Centre in Preston
- To develop community activities and outreach to support the delivery of *Football Creates*, promoting equity of opportunity through football heritage and culture
- To support the Community and Public Programme Manager to develop innovative approaches to engaging young people and communities with museum content both at our sites and through outreach

### **Key Responsibilities**

#### **Outreach and Community Programming:**

- To work with colleagues to develop activities and events in line with agreed NPO Activity Plan outputs, and to support the development of *Football Creates*
- To lead on the delivery of community and young people-focused activities and outreach in Preston, embedding participatory approaches and co-creation into our programmes
- To actively develop approaches which support access and inclusion for under-represented groups and equity across the programme
- To support and manage external artist/facilitator-led museum activities
- To work with the Volunteer Coordinator to develop volunteering opportunities within the community programme

#### Reporting and Evaluation:

- To work with the Communities and Public Programme Manager and Project Manager (Football Creates) to collect and collate reporting information
- To carry out project evaluations as appropriate and write reports where required

#### Other:

- To proactively develop relationships with arts and cultural organisations in Preston and Lancashire, and more widely, to support increased engagement and impact
- To work with the Community and Public Programme Manager and the Marketing Team to ensure that activities and outcomes are promoted and celebrated
- To advocate for the museum at workshops, events and meetings

#### Additional Responsibilities

- To ensure all activities undertaken are properly risk assessed and meet the requirements of the National Football Museum Health and Safety Policy
- To support with creating content for the museum's social media and digital channels
- Any other duties consistent with the level of the post

#### KPIs:

- NPO Activity Plan outputs and targets
- Increased feedback / attendee satisfaction for community outreach and activities

#### Health and Safety Responsibility:

- Employee

#### Essential Knowledge, Skills and Experience

- Experience of working with a range of audiences and communities to engage and inspire them through creative programming and activities
- Experience of developing community programming to support meaningful engagement and impact
- Experience of embedding diverse voices in programming and outputs through participation and co-creation
- Experience of working with freelancers on the delivery of events programmes
- An understanding of how culture and heritage can support learning and community engagement in a variety of ways, and of best practice in this area

#### Desirable Essential Knowledge, Skills and Experience

- Experience of working with heritage collections or stories to engage creatively with communities
- Experience of developing programmes and projects to engage with young people
- Experience of developing initiatives to increase participation of underrepresented and minoritised groups in programmes and activities
- Knowledge of, or interest in, the themes covered at the National Football Museum

#### Essential Qualities and Skills

- Excellent time management skills, and ability to juggle a varied workload
- Self-motivated and able to work both alone and as part of a team
- Good 'customer service' skills, and ability to engage with a variety of people on a day-to-day basis to encourage engagement and build relationships
- Good verbal and written communication skills, and experience of communicating with a range of audiences
- Ability to work towards targets and to evidence progress for KPI reporting
- Ability to manage discrete budgets
- Ability to work evenings or weekends, depending on programme need (e.g. to support community events or sessions)
- Ability to travel to deliver outreach and community engagement
- Willing to undertake an enhanced DBS check