



Participation Producer (Communities, Programming and Outreach)

Full Time, Permanent

Main Duties and Responsibilities:

The Participation Producer will develop and deliver community-focused engagement, programming and outreach, focusing on Manchester City and Greater Manchester, to support increased participation in the creative power of football (*Football Creates*). The Participation Producer 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: Programme Manager

Band: E

Management / Supervision:

Volunteers

Freelancers

Overall Purpose of the Post

- To develop and deliver activities, projects and public programming – both on and off-site – to support the delivery of *Football Creates*, promoting equity of opportunity through football heritage and culture
- To support the Programme Manager to develop innovative approaches to engaging young people and communities with museum content both at our central museum site and through outreach
- To support the development of online engagement opportunities and programming

Key Responsibilities

Community Programming and Outreach:

- To work with colleagues to develop and deliver programmes, activities and events to support the delivery of *Football Creates*, drawing on museum collections and stories, both at the museum and in community settings
- To lead on the delivery of community and young people-focused activities and programmes, 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 and programming

- To work with the Volunteer Coordinator to develop volunteering opportunities within the communities programme
- To play an active role in project teams to support the development and delivery of exhibitions and related programming

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
- To collate and distribute feedback from groups and events to support evaluation and impact recording

Other:

- To proactively develop relationships with arts and cultural organisations in MCC and GM, 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 proactively identify and develop approaches to reduce the environmental impact of programmes and community engagement
- 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
- Supporting delivery of all aspects of the team's work where needed
- To provide training for colleagues to support the delivery of the communities and public programming offer
- Any other duties consistent with the level of the post

KPIs:

- Community Team 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