



Engagement Coordinator & Facilitator

Salary: £25k-£27k FTE

Working hours: 14 hours per week. Additional hours, including some evening and weekend work, may be required.

Contract: This position is offered to individuals residing in the Wigan borough. Fixed term 2.5 year (30 month) contract until April 2027. This contract includes a 2 month notice period. Probationary period: six months.

Location: Wigan (You will be required to attend our main office in Salford at least 2 days/month for meetings, training sessions, or team collaborations)

Deadline for applications: Saturday 5 October 2024

Interviews: 14-16 October 2024

Start date: November 2024

Responsible to: Artistic Director

Benefits: Pro rata holiday plus 5 days. Pension scheme of 3%.

Eligibility: Applicants must have the right to work in the UK.

Equal Opps: The aim of Sheba Arts Equal Opportunities policy is to ensure that no job application or employee receives less favorable treatment on the grounds of sex, race, nationality, cultural or national origins, marital status, responsibility for the care of dependants, age, sexual orientation, trade union activity, disability, education or religious beliefs.

About Wigan Outreach Programme

Building on our previous projects in the Wigan borough, we have developed a 3-year programme focusing on arts and training courses especially designed for the global majority, migrant and refugee communities in the area.

This programme will offer a variety of art forms and courses, creating a vibrant arts and education space where people want to come and spend time, as well as learn skills to boost their confidence and improve access to the job market. The creative workshops are open to everyone regardless of their age and backgrounds.

This project we are proposing will:

- Provide a platform for people to connect with each other around shared experience which helps to break down social barriers and foster a sense of community.
- Encourage dialogue and understanding between different people and groups, promoting understanding and tolerance.
- Provide tools and resources for local people and migrant communities to experience arts and learn skills, creating a welcoming, and equitable environment.
- Help people to develop skills and confidence in a non-academic way. This creates a pathway for new refugees into the job market, supporting their

integration into their new community.

Job Description

The list of responsibilities is not exhaustive and may be reviewed from time to time by your line manager. The appointee may be required to perform duties outside of this as required.

- Develop and implement the programme plan
- Build partnerships with community groups and arts organisations in the borough
- Develop understanding of the community's needs by actively engaging with its members
- Work with a range of individuals and community groups to understand what other activities they would be interested in
- Recruit participants for the drop-in workshops and training courses
- Facilitate the drop-in wellbeing workshops, offering a range of creative activities for children and adults, encouraging attendance and making sure attendees feel welcome and comfortable
- Manage expenses for participants & materials expenses
- Collect evaluation data and provide brief weekly reports
- Liaise with artists and venues, and arrange logistics for training courses
- Conduct pre and post evaluation for training course participants
- Connect people from the local refugee and migrant communities with, not only the activities running as part of this programme, but also with other Sheba Arts and partners' activities and opportunities.
- Coordinate with our marketing manager to collect and create content for our social media
- Comply with Sheba Arts policies and procedures
- Attend and facilitate team meetings when required
- Attend training when required

Person Specification

- Excellent knowledge of Wigan and the community groups in the area
- Understanding and experience of the issues that affect refugee and migrant communities
- Experience of and strong understanding of the dynamics of working in the community with people from different heritage backgrounds
- Experience working in a community setting and with refugee and migrant communities, either as a volunteer or paid staff
- Have a creative practice and the ability to facilitate arts and crafts workshops for people from all backgrounds and ages
- Ability to plan and successfully deliver workshops and training courses within deadlines
- Commitment to and a working knowledge of equality and diversity



- Strong communication skills, verbal and written, with the ability to communicate in a clear and informative manner, and to write reports
- Highly organised and self-motivated, with the ability to prioritise own workload, work under pressure and learn new skills
- Excellent administration, IT, and organisation skills
- Availability to work both flexibly and on designated fixed days each week
- Ability and willingness to work as part of a team and according to policy and procedure
- Commitment to Sheba Arts vision and actively contributing to its mission by fostering creativity, inclusivity, and cultural diversity in all initiatives

Desirable:

- Speak any of these languages; Arabic, Tigrinya, Swahili, Persian
- Having lived experience of migration