

FREELANCE COMMUNITY PARTICIPATION COORDINATOR

Luton Council seeks a freelance Community Participation Coordinator for *Our River**, a new participatory public art project in Luton.

Period of contract	13 weeks from the 23 July – 22 October 2021
Hours and days of work	3 days per week with the option for an additional day per week dependent on availability Hours will be primarily self-directed and in accordance with the requirements of the role
Fee	£200 per day to include travel and expenses.
Benefits	Bereavement training provided
Location	From home and/or off site plus attendance at engagement activities and project meetings
Equipment	Own computer and phone with camera and internet connection are essential and the fee payable is inclusive of the costs to own and operate such equipment.
Deadline	Applications close 11.59pm Sunday 18 July

PURPOSE OF ROLE

The Community Participation Coordinator will contribute to the effective realisation of *Our River* by ensuring it reaches a broad range of Luton residents.

We are seeking to appoint an individual with strong existing community networks in Luton, a passion for the arts, the ability to line manage a Community Photographer, communications and social media skills and the ability to engage with a broad range of Luton residents and support them to commemorate the impact of the pandemic through creative activity.

BACKGROUND

Our River is a new public art project in the form of a large-scale photomosaic on the Bute-street facing Mall Wall.

Curated by [The People's Picture](#), the photomosaic will feature 1000 images of Luton residents, commemorating those lost to the COVID-19 pandemic and celebrating the key workers that supported us and the moments of joy that got us through it.

Luton Council is delivering *Our River* with support from the European Regional Development Fund's Welcome Back Fund and The Mall Luton. It helps meet the Luton 2020-2040 Vision's *Transforming Lives through Arts, Culture and Heritage* goal, [Harnessing Momentum](#) the town's strategy for arts, culture and creative industries 2017-2027 and will form part of our new 10-year heritage strategy.

ROLE CONTEXT

The goal for *Our River* is for the artwork to feature images from a broad range of Luton residents who have been affected by the pandemic in a broad range of ways. This includes photographs of those that have been lost during the pandemic, portraits of people who have lost a loved one, images of our key workers and photographs of the joyful moments of the past 16 months, such as the drawings of rainbows in our windows.

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The artwork will be realised in both physical and digital forms. It will be installed as a large-scale piece of public art in the town centre (see page 7 for a mock up) and will also exist digitally as an interactive artwork. Similar to [this project](#), the digital artwork will enable people to click on the individual images and read the stories of the person or people featured.

[The People's Picture](#) will create a microsite for the project which will be used to communicate about the project and enable residents to submit their images and stories. The project will be publicised widely on social media and through council networks, encouraging people to get involved and submit their images.

We know from previous experience of creative engagement projects in Luton that we need to work deeply and directly with our communities to build trust in the project and to encourage people from our super-diverse range of cultures and communities to get involved. Therefore we are recruiting a Community Participation Coordinator to identify people who have been affected by the pandemic and to support them to engage with the project. The Coordinator will work closely with the council's social justice team, members and community partners to identify, reach and engage with affected members of the community.

The coordinator will also be responsible for a newly-appointed Community Photographer/Participation Officer who will support the work of the Coordinator and be responsible for capturing images of affected residents.

ROLE RESPONSIBILITIES

1. Participation

- Work with the Cultural Partnerships Coordinator and internal and external stakeholders to develop a list of target groups and routes for reaching a broad range of residents and use this to create a plan for engaging with groups and tracking progress
- Use your existing networks and skills to build trust in the project amongst communities, including developing relationships with faith leaders, community leaders and voluntary organisations and securing their interest in the project
- Liaise with community leaders and service providers to identify appropriate opportunities and channels for engagement with target groups
- Present at community events and forums, outlining the goals of the project, building trust and encouraging participation
- Maintain close relationships with the council's social justice team, members and community partners, providing updates on progress as required and utilising networks to address emerging gaps in participation.

2. Content creation

- Work one-to-one with residents who have lost a friend or family member to capture their story and collect photographs. This will include supporting people to use the online platform as well as manually collecting stories and images and uploading to the platform on their behalf.

3. Supervision and coordination

Supervise the Community Photographer/Participation Officer to ensure that the project is delivered on time and to a high standard. This will include:

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- Supporting the Photographer to identify opportunities for collecting images, such as attending community forums or setting up drop-in booths in The Mall
- Developing a calendar of engagement opportunities and assign the Photographer to attend and lead the activities in your place as appropriate. This may include assigning them to attend a community forum or event or requesting they visit a resident to collect their image/story
- Working collaboratively to empower and support the Photographer to take leadership over their tasks and succeed in the role
- Acting in the role of Community Photographer if required, including on occasion, acting as invigilator at the project exhibition on Thursdays and Saturdays from August 12 – September 4 2021.

4. Administration, monitoring and evaluation

- Develop and maintain sophisticated and clear processes for tracking engagement, such as google sheet project plans
- Work with the Cultural Partnerships Coordinator to set engagement targets and monitor progress
- Work collaboratively with the Community Photographer to develop a calendar of engagement activities and maximise opportunities to recruit participants
- Collect participant information in accordance with GDPR for use in evaluation activity.

5. Other

- Coordinate the artwork launch event on the 22 October, liaising with council officers to collate invitation lists, distribute invitations and coordinate refreshments and other requirements as needed
- Foster quality working relationships with all external agencies, organisations and services achieve effective project delivery
- Operate in accordance with the values and policies of Luton Council
- Ensure a safe and secure working environment is maintained at all times with particular regard to the health, safety, equality and diversity, data protection and the welfare of customers, visitors, staff and yourself
- Contribute to the successful delivery of the overall *Our River* project
- Any other duties that are commensurate with the role as agreed with the Cultural Partnerships Coordinator

TERMS

- Contractor agreement: This contract is offered on a freelance basis and the successful person will be responsible for their own NI, tax, pensions and all on costs.
- Period of contract: This is a fixed term contract for 13 weeks from the 23 July – 22 October 2021
- Hours and days of work: The role is for 3 days per week with the option to increase this to four days dependent on availability. Hours will be primarily self-directed and in accordance with the requirements of the role. Attendance at project meetings and community events will be required and attendance at the virtual project launch meeting, tentatively scheduled for Friday 23 July is essential
- Fee: £200 per day to include travel and expenses.
- Location: Ability to work from home and/or off site is essential. It will be expected that preparatory and administration activity is done from home/own office space whilst

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attendance at engagement activities at community spaces is essential. Meetings will be held over Zoom initially, progressing to in-person meetings upon agreement by all parties. The fee is inclusive of travel to these locations

- **Equipment:** Own computer and phone with camera and mobile internet connection is essential and the fee payable is inclusive of the costs to own and operate such equipment
- **Team:** The Participation Coordinator reports to the Cultural Partnerships Coordinator and supervises the Community Photographer/Participation Officer. The team will be overseen by the Head of Policy, Strategy and Partnerships, Luton 2040 and will work collaboratively with other council officers in the social justice team
- **Other:** The successful person should have the right to work in the UK and have an adequate policy of insurance with reputable insurers to cover liability in respect of any act, neglect or default in the provision of the services and public liability
- The successful applicant will be required to have evidence of, or be able to acquire a DBS check prior to beginning the role.

APPLICATION PROCESS

- Applications close at **11.59pm Sunday 18 July**
- Applicants must be able to attend a virtual interview on Wednesday 21 or Thursday 22 July
- Start date is Friday 23 July to coincide with the virtual project launch event

All applicants are required to follow the council's procurement process to be eligible for this commission. The process is as follows:

1. Register as a supplier through the council's e-procurement portal [Due-north](#). More information available on the [council website](#). (For the purposes of this process, applicants will be known as 'suppliers' i.e.: suppliers of creative services).
2. Find and view the '[Freelance Community Participation Coordinator](#)' project and express interest in applying for it.
3. Upload a copy of your CV. Note that this will not be scored but will be used as supporting material.
4. Upload a covering letter of no more than two A4 pages, including the following information:
 - a) Examples of your experience in delivering or supporting community-engaged projects (arts project experience desirable) and the project management tools you used to manage your work
 - b) Examples of your existing networks and understanding of community groups and leaders in Luton
 - c) Examples of your experience of building relationships and networks with communities, including people from low-income backgrounds, non-white-British communities and/or children & young people
 - d) Why you are interested in this role and your understanding of the current creative and social landscape in Luton

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- e) Confirm you have skills and experience in using I.T. platforms such as online forms to submit images and stories
- f) Confirmation of your employment status and if you are registered as self-employed, if you have the right to work in the UK, if you have a DBS check or are willing to get one and whether you hold/are willing to source suitable insurance.

Note: we are particularly interested to hear from applicants that are from or based in Luton and surrounds and/or are from black, Asian or non-white-British communities.

Note: The filenames of all uploads must include the title of the post you are applying for and your name.

SCORING PROCESS

Following the closing date, a panel will assess applications using the following weighting and scoring methodology:

1. **Qualification:** Only applicants who are registered as self-employed or limited company, have the right to work in the UK and hold/are willing to buy suitable insurance and DBS will proceed to the next step.
2. **Shortlisting:**

<u>Shortlisting</u>	Weighting	
Quality of application (Total score available = 100%)	25%	Previous experience delivering or supporting community-led or -engaged projects
	25%	Existing networks with communities and groups in Luton including black, Asian and minority ethnic and working-class communities
	25%	Experience developing and using basic project management processes such as google sheets and excel
	25%	Understanding of the current creative and social landscape in Luton, and interest in working in Luton

Applicants will have to score at least a 3 against all criteria to proceed to presentation/ interview stage. The scoring framework we will use is on page 7.

The four highest scoring applicants will be selected for an interview and the council reserves the right to interview more candidates should two or more applicants receive the same score or fewer if there are not enough applicants that score a 3 or above across all criteria.

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3. Interview

The selected applicants will be invited to an interview which will be assessed using the following weighting and scoring methodology:

Total score available = 100%)	
Weighting	
30%	Accessibility and potential impact of the proposed engagement process
30%	Suitability of applicant for working in Luton and with Lutonians, including people from diverse cultural backgrounds, people experiencing grief, people with disabilities, children & young people and the elderly
20%	Understanding and mitigation of potential challenges of the role
10%	Verbal communication skills and the ability to communicate with a variety of stakeholders, including senior council officers, local councillors and members of the target groups.
10%	Demonstrated planning and preparation

The scoring framework we will use is below. Proposals will have to score at least a 3 against all criteria to be selected. The highest scoring proposal will be selected.

All questions regarding the role and application process must be directed to the council via the procurement portal.

SHORTLISTING AND INTERVIEW SCORING FRAMEWORK

QUESTION RESPONSES	DESCRIPTION	SCORE
Good response with requirements being met with nothing other than a few minor exceptions which are acceptable to the evaluation team. Reasonable understanding and the ability to deliver to a high standard. Evidence in relation to the proposed services shows good quality.	Very Good	4
Acceptable answer with requirements being met in parts but not fully. A reasonable understanding to have the ability to deliver the service. Evidence to show that the services is just suitable for the purpose but has not met the standard expected.	Acceptable	3
Poor response where some requirements are being met but there are some large exceptions. Concerns that the services proposed would not be suitable for use.	Cause for Concern	2
Target requirements are only met on a few occasions. Low standard response. Major concerns that the services proposed would be suitable for use.	Unsatisfactory	1
Answer does not meet the requirements at all. No evidence that the services would be suitable.	Wholly Unsatisfactory	0

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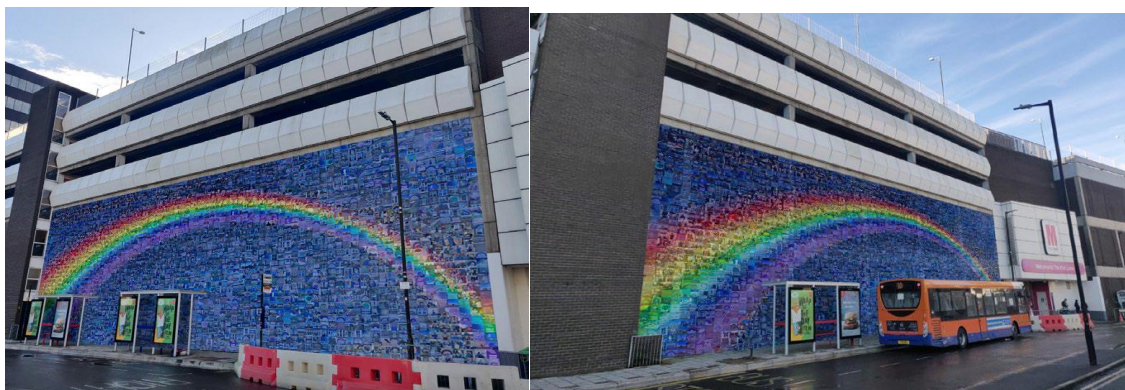


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Reference images

Note this is not the artwork we will develop (it has been designed for mock-up purposes only) and the concrete barriers at top of site will also be covered in artwork



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