



**A NEW
DIRECTION**
We create opportunity



with University College London



STEP

6-month placement swap

UCL Culture

Community Engagement & Public Arts Assistant

Location of role: UCL East

Placement hours: 36.5

Placement length: 6 months

Working pattern:

9am - 5pm Mon - Fri

**Salary: London Living Wage
(£11.05 p/h)**

**STEP Strand: Museums &
Galleries**

UCL Engagement

Co-production & Public Engagement Assistant

Location of role: UCL East

Placement hours: 36.5

Placement length: 6 months

Working pattern:

9am - 5pm Mon - Fri

**Salary: London Living Wage
(£11.05 p/h)**

**STEP Strand: Museums &
Galleries**

This opportunity is a 6-month internal placement swap, STEP trainees will work for 6 months with the UCL Culture team and 6 months with the UCL Engagement department

Placement one – Community Engagement & Public Art Assistant

About UCL Culture

UCL Culture is a multidisciplinary team committed to connecting the world with UCL through innovative programming and engagement activities. We use our assets in the form of collections, museums, theatre and most importantly our people to mobilise the UCL community, inspiring them to engage people with their research and their research with people.

We deliver an exciting programme of events, public engagement activities, public art, performance, exhibitions and permanent museum displays to create cutting edge cultural experiences. We collaborate, light sparks, disrupt and provoke. We use our objects, insights and expertise to reframe questions and surface new ideas. We believe in the power of open because open minds see further.

UCL will be opening a new campus, UCL East, on Queen Elizabeth Olympic Park starting in 2022 and our commitment is for it to be open, accessible and publicly engaged. We want to connect with local communities not only through our research activities but also through offering employment and development opportunities to the communities of east London. We also deliver a busy programme of cultural, public events and performances in collaboration with academics, students, artists and performers through our museums, the Bloomsbury Theatre and exhibition spaces on our Bloomsbury campus.

Visit our website to find out more:

<https://www.ucl.ac.uk/culture/>

About the role

The trainee will work with our Community Engagement and Public Art team working with us on a broad range of activities from artist-researcher collaborations, supporting exhibitions,

east London school engagement activities and helping us to explore and create content to share the story of our work across the university and beyond.

This is an opportunity to develop event and exhibitions planning and delivery, communication and design skills as well as learn more deeply about the role of public art and community engagement with an experienced and dynamic team in east London. On the Bloomsbury and UCL East Campuses you will work with a wide team to develop skills and understanding in the delivery of exhibitions, public events and community engagement projects. This is a dynamic and exciting role in a busy department and the traineeship will enable you to develop a range of knowledge and skills in the delivery of cultural and public programmes, and community engagement work that will be readily transferable.

The main purpose of the job is to support the design and delivery of community engagement, public art and cultural programmes in east London through working with and supporting UCL Culture teams in the delivery of their work.

Key responsibilities and outcomes:

Communications

- **Production of Newsletters:** gather appropriate content and produce regular newsletters to share latest community engagement and public art news, supported by the community engagement manager
- **Production of Case Studies:** support the community engagement team, to gather monitoring and evaluation reports and turn this into engaging case studies which share the story of what UCL is doing in east London
- **Support the creation and development of Social Media Content:** including website, Twitter, and YouTube (where appropriate) resulting in an understanding of how to produce, generate and develop online content

Exhibitions

- **Exhibition Planning:** support the Head of Public Art and associated staff to plan exhibitions which showcase partnership work of UCL and local communities resulting in an understanding of the skills, knowledge and processes required in the planning for the delivery of an exhibition
- **Exhibition programming:** work with the Head of Public Art and associated exhibitions staff to schedule, design and hang various exhibitions. Be part of a project team, resulting in the understanding of how to prioritise, schedule workloads and plan deadlines as well as experience of working within in a team

Engagement and Public Art Programming

- **Planning and delivery of programmes:** support the delivery of the Trellis Programme, which connects east London artists and UCL researchers, Community Engagement funding schemes and Community-University networking events. Resulting in an understanding of the steps and actions required to deliver a range of events and programmes. Among other things this will include:
 - Arranging venue hire and catering
 - Liaising with participants
 - Minute-taking and supporting follow up activities
- **Delivery of events and Public Programmes:** support the planning and creation of public programming activity for the Great Get Together. Be part of a project team, support project plans and meeting deadlines. Resulting in an understanding of the steps and actions required to deliver a range of events.
- **Support the delivery of the 'Drawn Together' project:** working with Community Engagement Manager and artist Dryden Goodwin.
 - Organising team meetings
 - Liaising with participants.
 - Minute-taking and supporting follow up activities.
- **Assisting the team to create good links with various local community groups:** through marketing, attending events and meeting key local community professionals.
- **Supporting the work of other teams whose work aligns with the Community Engagement Team such as the School Engagement team and Co-production Collective:** resulting in a broad understanding of engagement roles and the skills to work with a variety of stakeholders.

Skills and experience

Essential

- A degree or relevant experience in community engagement, public art or creative / public programming. This could be in a range of settings and needn't be an academic qualification.
- Some working knowledge of Microsoft Office applications, including Word, Excel and Outlook or similar software applications
- Excellent team working skills, and the ability to work effectively as part of a multi-disciplinary team
- Good communication skills, both spoken and written and the ability to work with a diverse range of audiences

- Good interpersonal skills, and ability to develop good working relationships with a range of colleagues and external partners (including public and voluntary sector agencies)
- Demonstrable enthusiasm and aptitude for a role in cultural engagement

Desirable

- A good understanding of east London, and the communities that work and live there
 - Ability to work creatively and innovatively to support the delivery of engagement activities
 - Experience of volunteer roles within cultural or voluntary sector organisations
-

Placement two – Co-production & Public Engagement Assistant

About UCL Engagement

UCL Engagement team takes a highly collaborative approach to enabling brighter ideas through deeper connections and focuses on equipping UCL to listen and respond to community need, locally and globally. The team is made up of both Co-Production Collective and the Public Engagement team. Central to our work is developing innovative approaches to involving a diverse range of people in research design and development, particularly voices less often heard from or approached to be involved in research and higher education.

Co-Production Collective is a co-production community where everyone is welcome. Together, we learn, connect and champion co-production to create lasting change. We believe that co-production is an approach to working together in equal partnership and for equal benefit. For us, this means living our core values. Co-Production Collective, the first co-production support service of its kind nationally, has been co-created from scratch by hundreds of people with living (or lived) and learnt experience. We work closely with our partner Big Lemon who are working with us to develop a co-production certified approach to creating, designing, building and delivering digital and tech products.

The Public Engagement team works to change academic culture and democratise research and teaching across UCL through funding opportunities, training schemes, and bespoke advice for UCL departments, staff and students. The team is an active contributor to public engagement at a national and international level.

Visit our website to find out more:

About the role

The trainee will be responsible for supporting the delivery and development of co-production and public engagement work related both internal and external to UCL. Working with people from communities internal and external to UCL, UCL Engagement team, and the Big Lemon team.

The main purpose of the role is to support the design and delivery of co-production (specifically the co-production certification project), and UCL-led public engagement work nationally and internationally.

Key responsibilities and outcomes:

Engagement and event management

Project work: support the delivery of co-production and engagement projects.

Among other things this will include:

- Being part of a project team, organising meetings and taking notes, supporting project planning
- Arranging venue hire and catering, liaising with workshop participants, and supporting follow up activities
- Supporting the creative design process in relation to branding, content creation, digital app and web development work for the co-production certification project
- Delivery of engagement events: support the planning and delivery of Co-Pro Cuppa's, co-production workshops in relation to the co-production certification project with Big Lemon and Public Engagement Network sessions

Relationship management and development

- Assist the UCL Engagement team to create good links with individual members of the public, various community groups and organisations external to UCL through marketing, attending events and meeting with people
- Assist the Big Lemon team to create good links with partner organisations involved in the co-production certification project

Communications

- Production of newsletters by gathering appropriate content and produce regular newsletters to share latest co-production and public engagement news, supported by your manager
- Support the creation and development of social media content including website, Twitter, and YouTube (where appropriate)
- Production of case studies to gather evidence and show the benefits and potential impact of co-production and engagement work

Skills and experience

Essential

- Excellent team working skills, and the ability to work collaboratively as both part of a team and on own initiative
- Ability to plan, prioritise and manage a varied workload
- Good oral and written communication skills, with the ability to explain complex information clearly and accurately to a diverse range of stakeholders
- Ability to develop long lasting relationships with a diverse range of colleagues, partners and organisations
- Some working knowledge of Microsoft Office applications, including Word, Excel and Outlook
- Having a positive and helpful approach to work

Desirable

- Experience of utilising co-production or collaborative methods as an inclusive approach to working with diverse communities
- Ability to work creatively and to think differently in supporting the delivery of events or activities
- Interest in the creative design of digital apps or web development
- Experience of working with multiple social media platforms

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector. You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

STEP application form:

<https://bit.ly/3ieiStz>

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**