

OUTREACH AND ENGAGEMENT OFFICER



WHO WE ARE?

Make the Sunshine specialises in running creative performances, workshops, community programmes and festivals to build human connection, reduce isolation, improve well-being and increase self-confidence through imaginative creative practice.

We believe engagement in creative activities – be it theatre, art, dance or craft - can change lives, build relationships and spark change. We excel at creating professional, high-quality arts experiences and projects that are interactive and immersive and that bring communities together.

From organising free town-centre festivals programmed by young people to illuminating historic buildings with intergenerational art; from a monthly outreach programme of cultural events celebrating the seasons for over 55s to connecting schools and care homes through the happiness hunt to making large-scale theatre productions created and performed by young people: Make the Sunshine specialises in working with young people, families and older groups as well as curating intergenerational programmes to bring communities together.

THE ROLE

We are looking for a friendly, passionate and enthusiastic new member to join our team! We are looking to appoint an Outreach and Engagement Officer one day per week.

This post will be crucial in developing audiences and assisting the smooth running of creative sessions and events. You will be involved in the operational day to day of delivering a diverse programme of creative activities with a special focus on engaging over 55s in our Creative Communities programme. You will also support behind the scenes, lending a hand with data processing and impact assessment, project paperwork and some of the all important admin work we do to keep the organisation going. As part of this, you will also help us to reach new audiences, promote the work we do online and in person.

PERSON SPECIFICATION

We are looking for a good communicator who is friendly, approachable and adaptable. Someone who has a passion for how the arts can bring communities together. Someone who loves working with people but who is motivated to work independently too.

This role would suit someone keen to gain more experience in the arts sector or a freelancer with a passion for arts.

We are open to entry level applications from the right person but would also love to hear from people with more experience.

Disabled, D/deaf and/or neurodivergent people, those from Black, Asian and Ethnically Diverse backgrounds are underrepresented in our work so we particularly encourage applications from people in these groups.

If you think you'd be a great fit for us and would like to know more before applying please do email or call us for a chat. You can contact Louise, our Director on 07834 039 030 or email hello@makethesunshine.co.uk

KEY RESPONSIBILITIES

Operational support for creative events

- Being a welcoming and friendly member of the team who can support attendees with enrolment to our sessions and keeping track of records.
- Setting up event space, providing refreshments during event and doing breakdown afterwards
- Assisting with preparing creative materials and packs for sessions and events
- Supporting the delivery of creative activities during our sessions (craft activities, games, etc.) alone or alongside other volunteers
- Delivery and collection of Happiness Hunt Boxes to and from schools and care homes
- On the day support with public events (stewarding, assisting artists and performers set up, etc.)

Organisational support and business development

- Helping support the development of The Happiness Hunt project, including building links with new care homes, sheltered accommodation, retirement homes and schools
- Support with gathering feedback and measuring impact of our activities
- Exploring developing a transport scheme to support our sessions
- Helping maintain good systems and databases relating to each project

Marketing and promotion

- Delivering promotional materials and promoting events and services locally
- Sharing information about our work with third sector organisations, GP surgeries and other charities and organisations
- Assisting with the promotion of community events online on Instagram, Facebook and our website
- Preparing a termly newsletter via Mailchimp

Essential requirements

Driving licence or access to reliable transport

SKILLS AND EXPERIENCE

Essential:

- Knowledge of Microsoft Office (Word, Excel)
- Demonstrable understanding of - and preferably experience of - using Facebook and Instagram to promote an organisation or person.
- Driving licence or access to reliable transport to travel to Shepton Mallet and other sites across Mendip.

Desirable:

- Experience using design software such as Canva to create posters, social media content, etc.
- Experience using Mailchimp for newsletters
- Experience working with communities

WORKING PATTERNS

Salary: £21-24K pro rata for 1 day a week, dependent on experience.

This role can either be offered on an employed or self-employed basis to suit the right candidate

Initially we are offering this role on a year long contract with the possibility of extension subject to funding.

Holiday 20 days per annum plus 8 Bank Holidays pro rata.



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This role is mostly home based but you will be required to attend certain events and distribute promotional information and be able to travel independently to these Creative Communities Sessions take place on the third Thursday of each month from 9am – 1pm in Shepton Mallet and you will need to be available on these days. However, the majority of the work can be carried out flexibly around your schedule.

To be eligible for this role you will need to undertake a DBS check (we can arrange this) as well as Safeguarding Training and Data Protection training. We can offer ongoing professional development.

Probation period: 3 months

APPLICATION INFO

How to apply

Please send a CV along with a one page covering letter outlining why you are interested in this role and why you feel you'd be a good fit for us! Or send a CV and a short 2min video answering the same questions.

Email hello@makethesunshine.co.uk

Deadline for applications

9am, Thursday 22nd September

Interview Date

Wednesday 28th September

This role is supported by Somerset Community Foundation



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