

**Manchester
City of Literature**

Could you be the next Manchester City of Literature...

COMMUNITY ENGAGEMENT MANAGER

Job Application Pack
September 2023

THE ROLE: COMMUNITY ENGAGEMENT MANAGER

SALARY: £28,900 PRO RATA

COMMITMENT: 21 HOURS PER WEEK

**CONTRACT: PERMANENT (SUBJECT TO 3 MONTH
PROBATION)**

REPORTING TO: EXECUTIVE DIRECTOR

FLEXIBLE WORKING: YES

HOLIDAY: 15 DAYS PER YEAR

**Manchester
City of Literature**

ABOUT US

Manchester City Of Literature was designated a UNESCO Creative City in 2017, and is now an independent and not-for-profit organisation that manages the UNESCO designation on behalf of a partnership of 40+ literary organisations led by Manchester City Council, The University of Manchester and Manchester Metropolitan University.

This is an exciting time to join Manchester City of Literature to deliver the organisation's vision and to celebrate the diverse range of voices and stories in Manchester.





ABOUT THE ROLE

The Community Engagement Manager will conceive and coordinate engagement projects in community and education settings, working in collaboration with Manchester City of Literature's partnership network of publishers, festivals, writing agencies, libraries, cultural organisations and the education sector. This will include convening project task-and-finish groups, contracting partners, writers and creative practitioners, liaising with community and school leaders and their teams to plan the smooth delivery of projects and to measure and evaluate the impact of projects on literacy and reading.

The post will suit someone with excellent people and communication skills, with the ability to inspire trust and cooperation, who is goal-oriented and hard-working, and with strong knowledge and understanding of the needs of Manchester's communities and young people facing challenge.

Manchester City of Literature is a small team, and staff will be expected to share essential work that needs to be undertaken. You will be only the second post-holder of this role and this is an exciting opportunity to make the role your own.

Manchester City of Literature

RESPONSIBILITIES:

Community Engagement

Work with the Executive Director to develop, co-create and oversee community engagement projects for Manchester City of Literature and the wider partnership, ensuring the relevance of our work to schools, young people, older and local communities.

Manage existing relationships and partnerships with the education, library, community and youth sectors in Greater Manchester and initiate new relevant relationships with other relevant cultural and third sector organisations.

Be the first point of contact for community groups wanting to engage with the literary sector in Manchester, brokering relationships with the Partnership Network and signposting to opportunities.

Project Management and Delivery

Create and oversee joint engagement strategies and delivery for Manchester City of Literature programmes and projects. In 2024 this will include working on International Mother Language Day celebrations, the Festival of Libraries, the work of Multilingual City Poets and the next iteration of the Community Champions programme, subject to funding.

Work closely with the Partnerships and Communications Manager to assist with the promotion of each project and programme in print and online, and work to ensure the maximum PR potential of each project is achieved.

Maintain clear and effective filing and administration for each project.



Manchester City of Literature

RESPONSIBILITIES:

Fundraising

Contribute to the research, development and writing of joint funding applications to bring additional funds into the city.

Support the Executive Director and external advisors with the development of joint fundraising strategies and researching sources of investment

Research and Evaluation

Support the Executive Director in preparing presentations and case study materials for dissemination with the UNESCO Creative Cities Network and with other local and international partners.

Research needs and analyse data to identify gaps in provision and the opportunity for joint working.

Resources, Materials and Advocates

Collate, commission and create literacy and reading resources and materials for schools, community groups, librarians and other agreed groups.

Research models of community agents and champions and work with the partnership network to pilot and then manage such schemes.

Collate, commission and create resources to signpost young people and communities to professional opportunities in literary, publishing and creative sectors

Manage workshop leaders and creative practitioners when required.

Keep up to date best practice in literacy, reader development and creative learning to ensure Manchester City of Literature and partners remain at the leading edge of practice.



Manchester City of Literature

RESPONSIBILITIES:

General

Report progress to the Executive Director, and the Board as required. This will include analysing data and the preparation of written reports.

Attend and help host Manchester City of Literature events from time to time. Support and supervise volunteers and student placements as required.

Monitor and manage the Community Partnership annual budget, set in collaboration with the Executive Director.

Ensure the vision and values of Manchester City of Literature are embedded in all Manchester City of Literature activities and communications.

Enable Manchester City of Literature to contribute to Manchester's wider ambitions for culture including those outlined in the Our Manchester strategy and Manchester City Council's Cultural Ambition.

Other responsibilities as required to meet the organisational needs of Manchester City of Literature.

Supporting the Partnership Network

Work collaboratively with the partnership network to model and support high-quality and impactful approaches to engagement and connect partners with relevant community contacts.

Work with the Executive Director and Partnerships and Communication Manager to support the partnership network including hosting networking events, coordinating working groups, preparing briefing notes, sharing best practice guidance and case study materials.

Coordinate joint engagement activity across the partnership network to maximise impact, reduce duplication and provide cohesion and consistency including work with MCC teams and libraries to increase resident participation in cultural activities.

Maintain GDPR-compliant schools and community databases and be the first point of contact for these groups.



**Manchester
City of Literature**

**APPLICATIONS OPEN: 5TH SEPTEMBER
CLOSING DATE: 25TH SEPTEMBER 5PM
INTERVIEWS: 2ND OCTOBER**

Job Application Pack
September 2023

TO APPLY PLEASE SEND US:

- **Your CV** including the names and contact details of two referees;
- **A letter** (no more than two sides of A4) telling us:
 - Why you would like to be considered for this role
 - How you demonstrate some or all of our core values and
 - What knowledge, experience and skills you would bring.
- **Our equal opportunities monitoring form** (voluntary)

Email both to Ivan Wadeson, (ivan.wadeson@manchester.gov.uk) by the deadline. You can also use this email if you would like to arrange an informal conversation with Ivan about the role.

PLEASE NOTE:

Expenses will be paid for travel in the event of being called to interview.

If the role holder is disabled every effort will be made to supply aids, adaptations, equipment and support to allow them to carry out the role.

Manchester City Of Literature is committed to promoting equal opportunities and to ensuring the organisation is representative of the people of Manchester. We encourage applications regardless of age, disability, gender, race, religion or belief and sexual orientation. We positively encourage applications from communities or groups under-represented in the governance of cultural organisations.

OUR VISION

An innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, where creative talent and industries are nurtured and where literary activity changes lives.

- Ensure **diversity is at the heart** of the City of Literature – truly reflecting the richness of Manchester’s voices in governance and actions
- Encourage reading, boost literacy and **promote cultural expression** – celebrating the enjoyment of reading and writing as strong foundations for future success and well-being
- Celebrate **literature in its broadest sense** – including but not limited to written, spoken word, dramatic and digital work
- **Widen access** to, and engagement in, literary activity – including to groups and areas of the city where people are least engaged in culture
- **Nurture emerging talent** and develop existing success – by strengthening networks, opportunities and progression routes for writers at all stages of their careers
- Enhance **support and infrastructure for creative industries** around literature – building on the strengths of existing activity and networks and enabling fundraising and commissioning work
- **Raise the profile of literature**-based cultural activity, businesses and heritage –attracting visitors to the city and promoting Manchester as a strong, literature-friendly location for publishing-based industries
- Strengthen **international connectivity** – through engagement in the UNESCO Creative Cities Network, collaborating on joint projects with other Creative Cities and sharing best practice