

TRINITY COMMUNITY ARTS

CITIZENS' ASSEMBLY PRODUCER



OUR VISION & MISSION

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

Our mission is to empower communities through the arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.



RECRUITMENT INFORMATION

Trinity Community Arts is seeking an experienced and dynamic Producer to collaborate with us and our partners, St Pauls Carnival, Citizens In Power and West of England Combined Authority, on the successful delivery of the 2024/5 Citizens' Assembly for Culture.

This groundbreaking initiative aims to bring together citizens from across the region to meet with creative practitioners, cultural providers and decision-makers to shape the future of a cultural delivery plan for the region.

We recognise that this role is likely to be suited to candidates with either:

- ☐ experience of producing large participatory projects in or around the creative and cultural sectors; or
- ☐ experience of working on citizens' assemblies or other forms of deliberative or participatory democracy

The closing date for receipt of applications is **Tuesday 09 April 2024 at 5pm**. Interviews will be held week commencing **15 April 2024**.

Enclosed within this application pack you will find:

- Information about our recruitment policy
- Job description
- Person specification
- Key deliverables
- Information about the Citizens' Assembly Project

How to Apply

If having read this recruitment pack you would like to ask questions before making an application, then you are welcome to email info@trinitybristol.org.uk with any questions you may have.

To apply, please download and complete an online application form by visiting [here](#) and email to info@trinitybristol.org.uk with "Citizens' Assembly Producer" in the subject line. We are happy to discuss the role for Freelancers.

Please complete our anonymous Equal Opportunities form [here](#)

Please note we do not accept CV applications.

If you encounter any accessibility challenges that hinder your ability to apply within the stipulated timeframe, please contact us at info@trinitybristol.org.uk.

We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

RECRUITMENT POLICY

Commitment to equal opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

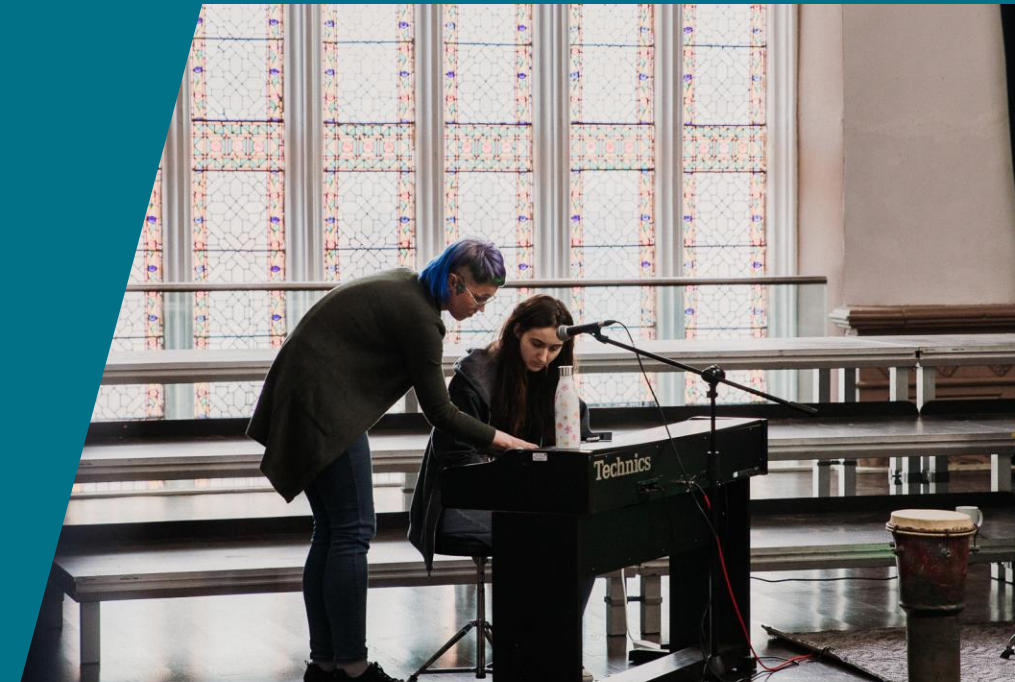
If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.



Job description

PRODUCER

Contract type: 12-month contract (with potential for extension) Freelance may be considered

Reporting to: Citizens' Assembly Project Manager

Hours: Part time (2-2.5 days per week)

Rate of Pay: £32,000 - £34,144.50 (pro-rata)

The Citizens' Assembly Producer is a pivotal role that will successfully plan and oversee the delivery of the West of England Citizens' Assembly. The role will work closely with the project partners to support and/or recruit a number of key actors who will help to deliver the assembly.

The role will drive a programme of engagement activities and events in support of the assembly and work with the project partners to embed the methodology across the region to enable the planning and delivery of future citizens' assemblies.

The role will help to coordinate and deliver a citizens' assembly for culture which will itself drive positive change across the West of England region, incorporating Bath and North-East Somerset, Bristol, South Gloucestershire and including North Somerset.

Key Responsibilities:

Support and/or recruitment for: the Oversight Panel, Advisory Panel, Lead Facilitator, Small Group Facilitators, Sortition Lead, Citizens, Speakers, Witnesses and Presenters, Campaign and PR Team and the Assembly Production Team.

Project Delivery: to assist the Project Manager (Citizens In Power) in developing and implementing a comprehensive project plan, encompassing planning, logistics, timelines, budgets, recruitment, reporting

Stakeholder Engagement: to support engagement with funders, local authority contacts, delivery partners, cultural organisations, citizen participants and the wider public to ensure alignment with the assembly's objectives

Inclusivity: identifying and ensuring diverse and representative perspectives are included in every aspect of the assembly's planning and delivery

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Job description (cont)

PRODUCER

Assembly Delivery: to manage event logistics, assisting the Lead Facilitator, to ensure smooth and successful execution, covering registration, access needs, transportation and catering as well as technical aspects (both online and in-person), including equipment, live streaming, and technical support

Monitoring and Evaluation: to help develop and deliver the project's evaluation framework and support the process of capturing research and data as part of delivering the assembly, collating project delivery evidence for reporting on recommendations and findings.

Communications: support the implementation of the communications strategy across a region wide campaign

Content: work with the project Communication Team to identify and support the creation of engaging materials for distribution across press, public channels, stakeholders and partners to promote the interests of the assembly

Facilitation: to support the Lead Facilitator to build a west of England based delivery team and collaborate on any recruitment, selection process, training and briefing.

Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description.

DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Person specification

PRODUCER

Essential Experience

Producing: Demonstrable experience in event management, community organising, or related fields, with a proven track record of successfully delivering complex projects or initiatives.

Inclusivity: Demonstrable experience in taking an inclusive approach to producing and delivering accessible participatory projects with a wide range of stakeholders.

Budget management: Demonstrable experience of managing budgets of over £50k with a proven track record of projection; costings, reconciliation and reporting to senior leadership and external stakeholders.

Leadership: Proven leadership skills and the ability to manage and motivate team members, in wide ranging roles, fostering positive and inclusive working environments.

Communication: Proven ability to negotiate and communicate with senior stakeholders, both externally and internally, across disciplines and across sectors including Local and Regional Government.

Community : Demonstrable experience, or transferable skills, with working with community stakeholders, groups, activists and services at a Grassroots level

Personal characteristics

Interests: A passion for citizen-led decision-making with clear examples of trends in democratic innovations and developments in decision making in the culture sector

Person specification (cont)

PRODUCER

Desirable Experience

Co-creation: Experience of working within or driving co-creation practice within organisations or statutory services or other relevant sectors.

Culture sector: Understanding of the landscape of the culture sector including a knowledge of developing policy at a local, region or national level

West of England region: an understanding of the West of England Region

Reporting lines:

Day-to-day contact is likely to be with the project manager, David, though the role will also work very closely at different times with LaToyah and Emma, and have regular contact with Sarah through partner meetings.

Name	Organisation	Focus areas
David Jubb	Citizens In Power, Co-Director	Project management
LaToyah McAllister Jones	St Pauls Carnival, Executive Director	Assembly facilitation
Emma Harvey	Trinity Community Arts, Director and CEO	Project orchestration
Sarah James	West of England Combined Authority, Creative and Cultural Programme Lead	Combined Authority partnerships

Key deliverables:

PRODUCER

1. **Review** the final design of the Citizens' Assembly and convert it into a practical and actionable plan
2. **Support** the development of a Brief and procurement timeline for Lead Facilitator and Sortition services
3. **Prepare** for the Assembly, ensuring all necessary resources, materials, and logistics are in place
4. **Collaborate** with the Communications teams and Sortition Foundation to prepare for the official launch and call-out for citizen participation and evidence
5. **Support** the onboarding of selected citizens and ensure they are well-informed and engaged
6. **Oversee** the organisation and execution of the assembly meetings, including logistics and support
7. **Support** the presentation and report writing process to capture the assembly's outcomes and recommendations
8. **Plan and deliver** public stakeholder events to share findings and the cultural delivery plan developed by the Citizens' Assembly
9. **Provide** administration support to the Oversight Panel and Advisory Panel as they go about their work on the assembly
10. **Help** to establish a productive framework for a new Citizens' Culture Panel to oversee the implementation of the Cultural Delivery Plan.



WHAT IS A CITIZENS' ASSEMBLY

By 'citizens' we refer to people who live, work or stay in a place i.e. everyone. A 'citizens' assembly' is a way of bringing a group of people together to learn about a particular topic or issue, deliberate and build a consensus about a way forward.

People are randomly selected to join a citizens' assembly via a public lottery, using a process called sortition, with the idea of creating a descriptively representative group of people from a particular area. There is no requirement for participants to have prior knowledge on the subject matter of the assembly but a willingness to engage and share opinions.

Citizens work together, supported by independent facilitators, to explore a diverse range of information, expertise and lived experience, before deliberating together and deciding on what actions should be taken.



WHAT IS CITIZENS' FOR CULTURE?

Citizens for Culture is the name of the project bringing four partners together to deliver a citizens' assembly for culture: Trinity Community Arts, St Pauls Carnival, Citizens In Power and West of England Combined Authority

In 2024/25, people from twelve-thousand households from across the West of England region, will be invited to participate in a public assembly to explore the region's cultural offer and ways it can be supported and developed.

40 citizens will be selected with the aim of creating a diverse, inclusive and productive assembly where citizens from all walks of life can engage in informed discussions, share ideas and provide input to shape the future of our cultural landscape, locally and regionally.

The purpose of the citizens' assembly will be to create a Cultural Delivery Plan for the region which will build on existing assets: including the existing plan and community-led cultural assets. The resulting Cultural Delivery Plan will give communities ownership of cultural opportunities in a region-wide plan. Taking this democratic approach to cultural planning ensures that opportunities to take part in culture are open and accessible.

The idea of the citizens' assembly will be to democratise culture and ensure that everyone's voice is valued and represented.

The design of the actual assembly, to date, has been shaped by the following individuals, groups and organisations from across the region:

- 40 citizen co-designers
- 100 cultural and community organisations
- the four project partners

Support for the assembly comes from the region's Cultural Compact which incorporates the Combined Authority, four Unitary Authorities and partner organisations. The assembly is also a key strand of work in the Culture West programme which seeks to open up the creative sector to more diverse talent, ensure more communities take part and create arts experiences, and build a resilient sector that will drive economic growth in the West of England.

THE STORY OF CITIZENS' FOR CULTURE

In 2021, Emma Harvey of Trinity Community Arts and LaToyah McAllister-Jones of St Pauls Carnival began to explore the idea of citizen-led approaches to developing creative and cultural plans. They approached David Jubb of Citizens In Power to explore options. Together, they initiated a project to explore the concept of a Citizens' Assembly for Culture, aiming to include people who live, work, or stay in the region, promoting inclusivity and diversity.

In 2022, with the support of seed funding from the Gulbenkian Foundation, a working group came together, made up of grassroots cultural organisations and freelancers in the cultural sector. They embarked on a journey to explore how a representative group of citizens could come together to shape and inform the region's cultural offer.

In May 2022, the findings of this working group were presented to the West of England's Cultural Compact, leading to the endorsement of the concept of a Citizens' Assembly for Culture by the West of England Combined Authority.

This led to the project development phase, funded by West of England Combined Authority and Arts Council England, involving active collaboration with stakeholders including citizens, cultural sector representatives from organisations and the unitary and combined authorities. This phase included online deliberative workshops to gather feedback on draft plans for the assembly and actively engage citizens in the design process.

Resources:

This is a [working timeline](#) for the [project](#) to give candidates a sense of the timescales for Citizens For Culture and to understand the likely months when the project will be most demanding.

You can read more about the steps to create a citizens' assembly [here](#).



Photo credits: Alastair Brookes, Khali Ackford



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**ARTS COUNCIL
ENGLAND**

Trinity Community Arts.
The Trinity Centre, Trinity Road,
Bristol, BS2 0NW

info@trinitybristol.org.uk

0117 935 1200

www.trinitybristol.org.uk