

## Freelance Project Coordinator brief

Dingy Butterflies CIC is seeking a Project Coordinator, from June 2022 to August 2023, to work on a freelance basis on the Gateshead project 'Bees of Bensham'. The Project Coordinator will support the lead artist, Barbara Keating, in the development of the project, and two freelance artists in community engagement with community groups and local people. They will also support and develop three community events, one for the Jubilee celebrations on the 5 June 2022 and two other celebratory community events in Summer 2023.

### About the project

Dingy Butterflies CIC was successful in receiving funding from the National Lottery Community Fund (NLCF) as part of the Jubilee celebrations. The project is called 'Bees of Bensham' and involves working with artist and beekeeper Barbara Keating to develop a community engagement project in Bensham & Saltwell, Gateshead. This project involves working across the community, to understand what bees and pollinators live in our community, how we can support them; and the benefit there is to help increase the bee population in our community and for our natural world.

'Bees of Bensham' involves working with community groups, residents, and young people to collate data on bees in our community, what their needs are in the habitat and how we benefit by supporting them. By doing this we aim to explore what land we have in our community, and how we can utilise it for the benefit of ourselves and the nature that we share it with. This will be done through understanding more about what plants grow in our community, rethinking land use and rewilding targeted grass areas, and will end with a community celebration in Summer 2023.

The project will help us to explore how we can create a more sustainable provision for pollinators, develop knowledge of land use, share skills, and community growth. We will work with local people to create a community led programme with long-term outcomes. The long-term aim is to develop an interest in our natural world in our urban area for the benefit of the community and our local environment and spaces that we as a community can enjoy and build deeper connections and sustainable relationships between bees, plants, land and people.

'Bees of Bensham' will work intergenerationally, developing activities in urban spaces that connect residents and groups through exploring the communities we live in and the underused spaces and places that exist within it. This will be through creative activities led by the lead artists and two supporting artists; community bee data collecting walks; knowledge and skills sharing opportunities; and planting and growing in dedicated spaces. The project will consider future generations and leave a legacy, developing the underused spaces in the community, such as grass spaces between houses to turn them into nature spaces. This will be something that will be maintained in the long term and hopefully bring us closer to the nature that lives in our community.

As part of 'Bees of Bensham' we plan to develop a core group of residents that represent a diversity of residents. They will maintain the spaces and collate data on pollinators and connect with our colleagues and partner organisations on this project, who are Best of Bensham, Northumbria University, Climate Action North and the Natural History Society of Northumbria. This will result in the group becoming part of a wider network of people and groups from across the North East and UK that are supporting pollinators in their communities. The projects will initiate collective action in relation to the natural world and biodiversity locally by giving more people knowledge and skills in how to care for the planet at a local level but to understand how what they do, through regional and national networks, can support the environment nationally. This resident group will be a long-term group working with Dingy Butterflies beyond 'Bees of Bensham' on new projects and ideas within their community.

### About the role

The Project Coordinator role involves working closely with Dingy Butterflies and lead artist Barbara Keating to develop the overall vision of the project, supporting the partner organisations and two local artists in developing community activities with community groups and residents, and developing the resident group in supporting the project and their roles within it. The role involves:

- Acting as the representative of Dingy Butterflies within the community and with the partner organisations and promoting the project to them to gain their support and interest.
- Supporting the lead artist and two local artists through contacting community organisations and participants, ordering materials and on the day support for workshops and events.
- Developing and working with the resident group to support them in obtaining training, skills and knowledge sharing, and their participation in project activities.
- Supporting the Jubilee event on the 5 June 2022 and organising the celebratory events in Summer 2023
- Being the first point of contact on the project for partners, community groups and residents.
- Supporting the documentation and evaluation of activities and the overall project and collating data.
- Supporting the development and long-term plan beyond the project.

You will have a participant-led approach, be able to understand and implement the overall vision of the project whilst supporting residents in identifying community activity and involvement

You will have regular meetings with Ben Jones, Artistic Director of Dingy Butterflies who will support you on the development of the project.

## About you

We are looking for a creative self-starter with exceptional communication and relationship building skills. You need to be confident working with a wide range of audiences and be proactive and a creative problem-solver. We will be using the following criteria in our selection:

### Essential

- At least one year's experience of working directly with communities
- Resident in the North East of England
- A passion for working with people in community settings
- Passion for the arts and the role it can play in helping to address social change
- Self-starter with the ability to demonstrate an ambitious approach to developing arts activity
- Strong planning and organisational skills with excellent attention to detail
- The ability to work flexibly as part of a team and independently, manage competing workloads and be highly proactive
- Ability to demonstrate experience of building and maintaining relationships with a wide range of people
- A DBS check or willing to apply for one if they don't already have one and hold their own Public Liability Insurance.

### Desirable

- A good knowledge of the North East region, in particular Gateshead
- Knowledge of participatory and community arts practice and policy
- Experience of delivering and/or producing creative projects with communities
- Demonstrable experience of working with artists to develop their projects and creative activities
- Experience of collating and evaluating projects
- Budget management and report writing/evaluation skills

## Project timetable

The project may be busier at certain times and quieter at other times depending on the activity programme and time of year. This timetable gives you an idea of how the 41 days may break down over the project period, though this may change as it develops. There is a possibility that the number of days working on the project may increase.

### Phase 1: 5 June 2022 event

*5 June 2022*: supporting the setting up and organising of the Jubilee event - 1 day. (We are aware some candidates may not be available for this event. Please state in your application whether you can work on this day)

### Phase 2: 5 months

*June- October 2022*: meeting with artists/partners and community groups and organising workshops and sessions; starting and working with the resident group to set up training and visits to other organisations and communities - 16 days

**Phase 3: 4 months**

*November - February 2023*: targeting, organising and implementing land and project development with the lead artist and interested partners, continuing working with the resident group - 10 days

**Phase 4: 6 months**

*March - August 2023*: organising celebratory events, opening the community spaces, and working with lead artist, partners and resident groups, evaluation of the project so far and setting up structures for the remainder of the project including monitoring the data collection and continuation of the resident group - 14 days

**Budget**

The fee for the Project Coordinator role is £8200. Based on £200 per day x 41 days. This may include some evening and/or weekend work. There is a possibility that the number of days and the fee working on the project may increase.

There are separate budgets for the celebratory events and the community activities including materials and creative output costs. This budget will be held by Dingy Butterflies.

**Application timetable**

Deadline for the submission of applications: Friday 20 May 2022 at 5pm

Interviews: Friday 27 May 2022

Delivery: June 2022 – August 2023

First community event day: 5 June 2022

**How to apply**

Applications are invited from people permanently resident in the North East of England. Please put it all in one document and include:

- A CV of up to 2 pages of A4 (in writing) or 10 minutes in length (for audio or video)
- A supporting statement about why you are interested in this role; what you hope to achieve with the role; and how your experience to date demonstrates your suitability for the post based on the job criteria. This should be up to 2 pages of A4 (in writing) or 10 minutes in length (for audio or video)
- Please state whether you are able to work the 5 June event. Not being able to attend will not affect your application.
- Details of two referees who can vouch for your work

Please email any enquiries to about this role to Ben Jones: [info@dingybutterflies.org](mailto:info@dingybutterflies.org)

We are an equal opportunities employer, and we encourage applications from all.

As part of this role, you will be required to provide:

- Proof of current DBS if you currently have one
- Copy of Public Liability Insurance Certificate

Please send to [info@dingybutterflies.org](mailto:info@dingybutterflies.org) by **5pm on Friday 20 May 2022**.