Engagement Producer for Start Thurrock

Recruitment Pack

Closing date:
Noon, Friday 6th June 2025

CREATIVE PEOPLE AND PLACES
LOTTERY FUNDED
Supported using public funding by ARTS COUNCIL ENGLAND
TILBURY ON THE THAMES
Thurrock CVS
ROYAL BALLET & OPERA
THURROCK LIFESTYLE SOLUTIONS A Community Interest Company
PORT OF TILBURY LONDON
thurrock.gov.uk
UK Government

Engagement Producer
Start Thurrock

£25,600 per annum (£32,000 FTE) for 4 days per week.

Part time, fixed term contract to 31 March 2026.

Contract may be extended subject to Arts Council England funding for 2026 - 2029.

We are committed to supporting flexible working conditions and hours.

Hours of work:
32 hours per week including a paid 30-minute lunch break. These hours can be delivered flexibly across the working week. Due to the nature of this role some evening and weekend work will be required, and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Location:
Start Thurrock office at the Thameside Complex in Grays plus outreach work as needed.
Hybrid remote working will also be possible.

Holiday:
We offer a generous annual leave allowance of 33 days per annum including Bank Holidays, *pro-rated* for part time hours and this fixed term contract.

Benefits:
Employer pension contributions

Employer:
Tilbury on the Thames Trust – Lead Organisation for Start Thurrock

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Part 1: About Us

Start Thurrock is a Creative People and Places programme funded by Arts Council England. We work with Thurrock residents to create brilliant arts and cultural experiences in places and spaces across Thurrock. With our support, residents take the lead in what creative activity and experiences happen here. Our community engagement processes enable residents to be makers, performers, producers and leaders. Their ideas feed ambitious projects, commissions and events which leads to broader and deeper cultural engagement amongst our communities.

To date, our programme has achieved 58.6k engagements through projects and events we directly co-commissioned with residents and through inspiring partnerships with creatives and cultural organisations, including NPOs.

We are proud to have organised inspirational trips for residents to see and experience professional work at festivals and theatres across our region and involved 70 residents on decision-making panels, selecting and commissioning artists and creatives to work in local communities.

Our work responds to community voice and has included neighbourhood community plays with site specific experts Teatro Vivo, a two-week Green Light programme packed full of workshops and tasters, a major public event at Lakeside Shopping Centre and 14 Big Top performances of *The Nose Dive Assembly* by The Revel Puck Circus.

See our website for films and case studies: www.startthurrock.org

Start Thurrock is hosted by Tilbury on the Thames Trust as lead organisation with support from Thurrock Council, Thurrock Lifestyle Solutions CIC, Thurrock CVS and the Royal Opera House who form our Core Consortium.

Our ambitions are supported by Arts Council England Creative People and Places funding through to March 2026 and have applied for funds to extend Start Thurrock to March 2029.

About Creative People and Places
Creative People and Places is a national action learning programme funded by Arts Council England. It's about more people taking the lead in choosing, creating and taking part in exciting art experiences in the places where they live. It focuses on parts of the country where involvement in arts and culture is significantly below the national average.

About Thurrock
Thurrock is located on the north shore of the River Thames, a short distance from the east of London, and Essex to the north and east. Thurrock's location includes towns and villages surrounded by acres of parks, countryside and heritage sites. Urban centres are a vibrant mix of established towns and new young communities, with a diverse and growing population of around 160,000 residents. Our location as the fulcrum of the Thames Estuary – Gateway to the Globe - underpins major investments in regeneration, infrastructure and industry.

Nationally significant cultural organisations and artists coexist with emerging creative practitioners and a vibrant amateur sector to develop talent and serve diverse audiences. High House Production Park is an international centre of creative and cultural excellence and learning. Our heritage assets and maritime industry connect to a global narrative of trade and migration. We are a nexus for Creative and Cultural Industries within the Thames Estuary Production Corridor, a sector which generates skilled jobs and productivity across the UK.

Part 2: About the Role

We are seeking an Engagement Producer to join us as we take our creative programme into more neighbourhoods and towns and shape future phases of the community-led Start Thurrock programme.

Your remit will be to plan and implement community engagement activities and promote resident involvement as audience members, participants and decision-makers. You will actively seek out and connect diverse groups and individuals, fostering collaborative partnerships with creatives that lead to exciting cultural work that increases engagement and raises aspirations and expectations.

We are looking for an exceptional creative thinker and enabler with the ability to provide strong and imaginative leadership for Start Thurrock.

You will have experience of community engagement and project management within the cultural sector, an awareness of current community development and engagement principles and of managing artists to implement a creative vision in true collaboration with the public, and the Start Thurrock delivery team.

You will have the ability to work with a range of partners and communities, demonstrating sensitivity and respect, and responding to community needs and interests. You will believe passionately in the value of art and culture in people's lives and want to make a difference.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to apply for this opportunity.

Job Description

Job Title:	**Engagement Producer**
Reporting to:	**Creative Director**

General purpose:

With support from the Creative and Executive Directors, design and implement effective engagement strategies to realise a community-led cultural programme, ensuring residents in Thurrock have access to opportunities to lead, create and experience high-quality arts and culture.

Take responsibility for engagement activity, working collaboratively with freelance producers and project managers, and in partnership with organisations and communities, to deliver participation and engagement projects, including small-scale, place-based commissions, programming exciting taster activities through to large-scale public events.

Key responsibilities:

Community Engagement

- Cultivate and nurture face-to-face meaningful, trustful and sustainable relationships with our communities
- Using a range of data to design, implement and evaluate targeted local engagement plans
- Organise and facilitate engagement events, community meetings and steering groups
- Coordinate the activities of resident panels/steering groups, supporting them with timely and clear information to enable them to fulfil their roles

Programming and Producing

- Support the development of the Start Thurrock cultural programme through empowering community decision-making, ensuring the effective use of community commissioning panels, and connecting to communities in different and relevant ways
- Work with freelance producers, project managers and partners to contribute towards planning and delivery of cultural events and activities
- Oversee creative commissions in 3 priority places taking lead responsibility for schedules, logistics, artist contracting and supervision
- Use artform knowledge and understanding of current creative practice to attract artists and cultural organisations to present, perform or co-create work with Thurrock communities.
- Work with the Creative Director and Executive Director to agree all projects and creative and artistic appointments.

- Take lead responsibility in devising and delivering cultural trips and visits to a range of artforms that will inspire ideas about work that can be seeded or toured to Thurrock and enable community uptake.
- Bring a strong commitment to Equality, Diversity and Inclusion, ensuring the Start Thurrock programme is inclusive and reflects the diversity of our communities.

Project Management

- Oversee the project management of work in priority places including evaluation and data collection.
- Work with the Executive Director to identify finance, administration, data collection and event support tasks to be carried out by the Programme Coordinator, to support project delivery and engagement activity in priority places.
- Working collaboratively with the Start Thurrock team, identify and signpost community groups and individuals to Start Thurrock's Creative Community Support programme.

Relationship Management

- Develop and maintain clear and consistent communications with residents and stakeholders
- In collaboration with and under the direction of the Creative Director, provide community engagement support, advice and guidance to projects and events delivered in partnership with local, regional and national creative and cultural organisations.
- Develop and maintain respectful partnerships with other organisations and agencies, that can further the engagement goals of Start Thurrock.

Marketing and Audience Development

- Contribute to the development, delivery and evaluation of marketing & communications campaigns.
- Support the implementation of the Start Thurrock Audience Development Plan and actively promote involvement of residents as audience members
- Support the development and maintenance of the Start Thurrock website by providing up to date and accurate details of community engagement and public activities

Finance

- At the direction of the Executive Director, manage parts of the Start Thurrock budget. Monitor spend, comply with organisational financial processes and procedures and provide updates and reports as required.

- Ensure accurate project budgeting, monitoring and management. This will be supported by the Programme Coordinator with back-office functions provided by the Port of Tilbury

Operational

- Support the Executive Director to coordinate volunteers who support the Start Thurrock delivery programme.
- Work with the Start Thurrock delivery team to ensure environmental sustainability is built into programme delivery.
- Support the recruitment of freelance artists and contractors, supervising and motivating them, promoting a culture of collaboration

Evaluation and Monitoring

- Collect and analyse data from listening and engagement processes to understand their impact and effectiveness, and make improvements to engagement strategies where needed
- Identify learning about community interests and share with the Start Thurrock team
- Work with the Executive Director to deliver the Start Thurrock evaluation framework, including ensuring artist, audience, participant and volunteer data is collected in line with Arts Council England requirements.
- Contribute to local and national Creative People and Places evaluations and action research, providing project updates, reflective reviews and submitting case studies as required.

Other

- Act as an advocate for Start Thurrock, and its mission and values, representing the programme at local, regional and national events and networking opportunities as appropriate.
- Deputise, where necessary, for the Creative Director, at meetings and events.
- Undertake training as identified and agreed with the Executive Director.
- Carry out all duties in accordance with appropriate internal and statutory procedures and policies.
- Undertake any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post.

Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours. Due to the nature of the CPPs, remote working and hot desking at various Thurrock community and cultural spaces may be required.

Person Specification

Experience	
Essential	**Desirable**
• Demonstrable project management experience in an arts, cultural or community organisation • Experience of devising and delivering creative engagement activities for a range of communities • Track record of commissioning and managing artists and freelancers	• Experience of co-production of arts projects with communities • Experience of producing projects that involve multiple partners, including partners who are not from the creative and cultural sector • Experience of working across multiple art forms • Experience of working with Thurrock communities
Skills	
Essential	**Desirable**
• Excellent project management skills including budgeting and budget management • Excellent written and verbal communications skills, including influencing, negotiations and advocacy	• Ability to diplomatically negotiate across diverse stakeholders, sectors and communities and foster a collaborative and cooperative environment for creative activity to happen
Knowledge	
Essential	**Desirable**
• An understanding of co-creation practices and experience of working with artists, creative practitioners and organisations • An understanding of aims and objectives of Creative People and Place projects	• An understanding of the UK creative and cultural ecology • Awareness and understanding of safeguarding and GDPR legislation and practice
Personal Qualities	
Essential	**Desirable**
• Able to work under pressure, multitask and to set and meet strict deadlines • Enabler and facilitator • Effective team worker • Diplomatic and sensitive	
Other	
Essential	**Desirable**

• A demonstrable commitment to equality, diversity and inclusion	• Driving Licence • DBS checked

Part 3: Recruitment Process

To apply for the Engagement Producer role, please complete our online application form:

Start Thurrock Engagement Producer Application Form

We operate a fair and equitable recruitment process including anonymised shortlisting

If you require any adjustments to the application process, please contact info@startthurrock.org

For an informal discussion about this role, please contact info@startthurrock.org

Closing date for applications: noon, Friday 6th June 2025

Shortlisted applicants will be contacted by **Thursday 12th June 2025** and invited to interview.

Interviews will take place on **Wednesday 18th June 2025** at the Thameside Complex, Grays, RM17 5DX

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