

JOB DESCRIPTION

Job Title: Local Engagement Manager

Accountable to: Strategic Partnerships Manager, Innovation & Business, CSM

Contract Length: 2 years
(Fixed Term)

Hours per week/FTE: 0.8 / 28
hours

Weeks per year: 52

Salary: £35,468 - £43,558 pro-rata (£28,374.40 - 34,846.40 per annum)

Grade: 4

College/Service: CSM Innovation

Location: King's Cross

Purpose of Role:

Central Saint Martins is a world-leading centre for arts, design and performance education. Its reputation stems from the creative energy of its staff and students and the achievements of its graduates nationally and internationally. The nine programmes at CSM explore the boundaries of their discipline. Students and staff are continually alert to new ideas and are curious and restless in developing beyond the expected norms of their subject, so emerging work is at the forefront of its area. CSM also sits at the heart of London's creative scene, and Europe's most dynamic cultural destination and innovation quarter at King's Cross.

CSM is deeply embedded within King's Cross, and has developed a range of partnerships, projects, and opportunities around local engagement and placemaking since its relocation in 2012. UAL recently published its 2021-2026 Knowledge Exchange Strategy which specifies that '*Co-creating better places: Collaborating with local stakeholders to create new physical, social, and cultural capital*' should be a core strategic focus. The purpose of this role is to help CSM develop and manage projects, programmes and relationships that provide mutual value to local partners, communities, and the college around this agenda.

To do this you will work within the Innovation Team at Central Saint Martins, along with key academic colleagues and the many local groups, organisations and companies engaged in social, environmental, cultural, and charitable activity in King's Cross and London.

This work will include developing relationships, partnerships, and collaborations with partners, leading to impactful programmes that interface between the local communities around Camden and Islington and CSM. This role will also involve project managing specific initiatives in the community

The post will require some flexible working, including evening and weekends as required.

Duties and Responsibilities

- Manage partnership and engagement with the MAKE @ Story Garden public studio space (behind British Library), including working closely with the project leads Somers Town Community Association to facilitate student and staff involvement from Central Saint Martins Project manage specific Local Engagement projects either funded by Central Saint Martins or through externally funded projects – this includes working closely with specific academic staff in key roles that relate to local engagement and placemaking.

- Research, development and management of relationships and projects with a community, cultural, social, environmental and regeneration focus. Work with college programmes and courses, academics and support staff, local agencies, organisations, and companies; as well as key local stakeholders and members of our diverse local community.
- Support the work of the recently established North London Placemaking Group at Central Saint Martins, helping to broker relationships between our academic community and local partners and stakeholders.
- Represent Central Saint Martins in relevant forums and meetings on local engagement, including the Knowledge Quarter and other professional networks.
- Work closely with the Strategic Partnerships Manager and Business Development Manager: Social Innovation to Identify, develop and submit local and regional funding proposals as required, to add value and resource to our Local Engagement programme and activity.
- Contribute to CSM's digital media channels to promote the local Engagement programme to a wider external audience.
- Monitor and maintain Local Engagement programme budgets and funding as appropriate
- To attend internal and external functions (e.g. alumni events, receptions, private views, gallery openings, film screenings etc.) for the purpose of networking and cultivating relationships and partnership prospects. These may occasionally require working evenings or weekends.

Other

- To contribute to the profile-raising work of the College by working with the Communications team on events for press, prospective and current partners, visitors and key decision makers.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, with whom regular contact is required.

- Internal
 - o Innovation Team:
 - o Strategic Partnerships Manager, Business Development Manager: Social Innovation, CSM Lead on Knowledge Exchange (Placemaking), Professor of Socially Responsive Design and Academic Lead on MAKE @ Story Garden, Co-Directors of Innovation, Wider External Relations and Innovation & Business teams.
 - o College Management: Associate Dean: Knowledge Exchange, Programme Directors, Course Leaders.
 - o Students
- External
 - o External partners and collaborators in charity, third sector, community workers and members
 - o Artists, exhibitors, and external companies
 - o External producers and event organisers
 - o Sponsors, partners, and collaborators

Specific Management Responsibilities

Budgets: Managing Local Engagement budget and project-specific funds as required

Staff: None – there may be a requirement to project manage short-term staff and contractors.

Signed _____ Samuel Mitchell _____ Date of last review 17.08.2021
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Knowledge in one or many of the following fields: Placemaking, Social Design, Community-engaged Arts and Socially Engaged practice and theory• Knowledge of, and an interest in, design, media, the arts, performance, and the creative and cultural sectors• Relevant qualifications in arts or cultural management or another relevant subject area• Knowledge of working on digital channels to promote and publicise arts and community-related projects and programmes (Desirable)
Relevant Experience	<ul style="list-style-type: none">• Experience of project managing a range of arts programmes and projects from inception to final delivery, and experience of working on multiple projects simultaneously• Experience of working with community and voluntary sector stakeholders, along with the wider public through arts education and socially engaged practice• Experience within the education, arts, creative and/or not-for-profit sector• Experience of both leading and contributing to the development of funding bids and proposals
Communication Skills	<ul style="list-style-type: none">• Communicates effectively orally, in writing and/or using visual media• Communicates effectively through presentations and other standard formats• High standard of written work, including experience of one of the following: report writing, bid development, evaluation, or case study development• Able to use digital channels to promote and publicise arts and community-related projects and programmes (Desirable)

Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises, and organises work to achieve objectives on time
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	<ul style="list-style-type: none"> • Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Uses initiative or creativity to resolve problems

Last updated: August 2021