



Bradford Cultural Voice Forum Coordinator

Recruitment pack

Bradford's Cultural Voice Forum is recruiting a new Coordinator/s to oversee the delivery of the districts cultural network.

Closing Date: Friday 28th July 2023

WHAT IS BRADFORD CULTURAL VOICE?

The Cultural Voice Forum was created in 2019 in preparation for Bradford to mount a convincing bid to be UK City of Culture in 2025. It has since grown to become a network of over 300+ people who work in Bradford District's cultural sector (employed staff, freelancers & volunteers)

It's a member-led organisation that exists to share knowledge, resources, and opportunities. Bringing together the sector in diverse ways to discuss key topics and influence change at a local level.

We deliver a range of activities from bi-monthly meetings, bespoke splinter networks, social events, training, and produce a bi-monthly newsletter.

It's free to join, and by joining, members get an active say in who runs it, how it's run, and what it delivers.

Its primary funder is Bradford Council, with additional resources from Bradford Producing Hub and The Leap.

WHAT IS THE COORDINATOR RESPONSIBLE FOR?

DELIVERING CULTURAL VOICE ACTIVITIES

- Managing existing activities: Organising the bi-monthly forums & newsletters
- Running exiting planned programmes of funded work – for example Knowledge Exchange Cafe's, Social events, Artist Charter and Education Workshops. The schedule of current work will

be shared with the new coordinators.

- Work with the co-chairs and the members to co-design events/activities
- Manage finances and report against these quarterly plus an annual general meeting
- Coordinate activities - booking/contracting venues, caterers, speakers etc.
- Administration of activities - agenda's, minutes, RSVP's etc.
- Supporting the co-chairs with attendance at meetings
- Supporting the strategic ambition and related fundraising activities.

THE STRATEGIC DEVELOPMENT OF CULTURAL VOICE WITH THE CO-CHAIRS

Implementing the new 2023-2026 Cultural Voice Forum strategy by:

- Actively seek to secure funding to fulfil the strategic ambitions of Cultural Voice Forum and work with district partners on joint funding applications as required.
- Working with the co-chairs and district partners to identify priorities for funding applications
- Formalising partnership agreements with those identified in the business plan.
- Ongoing reviewing of the business plan and its proposed governance/structures.
- As funds are secured the co-ordinators will have the option to take on the additional associated activity or take it out to tender.

THE DAY TO DAY MANAGEMENT OF THE NETWORK

- Being the main point of contact for the network, managing all aspects of communication with the members and external partners
- Proactively trying to grow and diversify the network
- Managing and updating the website
- Collating and creating newsletter content (bi-monthly)
- Developing and delivering the Forum meetings (bi monthly)
- Sharing content via Cultural Voice social media channels
- Managing the budget and all finances, making payments and tracking income.
- Reporting to the co-chairs quarterly and the membership annually
- Reporting to Bradford Council twice annually
- Completing reports and data returns as required.

REPRESENTING THE NETWORK

- Being an ambassador locally to ensure its membership is broad and diverse to reflect the demographic of Bradford's population
- Representing and advocating on behalf of Cultural Voice in the district, regionally and nationally at events/networks
- Ensuring attendance (Co-Chairs or Coordinator/s) at strategic meetings such as Cultural Place Partnership and Northern Culture Network (as appropriate)

PERSON SPECIFICATION

The ideal candidate will be:

- Passionate about sector development and the role culture can play in Bradford
- Proficient in Microsoft/Google Drive/Wix and Mailchimp
- A strong background in scheduling and planning
- Highly organised
- Time management / flexible working
- Great communication skills
- Decision making
- Problem solving
- Ability to develop strong relationships and a collaborative approach to work
- Driven by delivering quality
- Ability to work autonomously
- A positive and enthusiastic approach to work
- Experience of working in the arts, culture or heritage sector would be advantageous
- Comfortable liaising across council departments and wider strategic/partnership networks
- Ideally experienced in fundraising and delivering against strategic ambition
- Committed to the principles of anti oppressive practice, inclusion and equity

CONTRACT PERIOD AND FEE

The initial contract period runs up until the end of March 2024, with scope to extend for a further 2 years. We are ideally seeking someone who would like to see through the network's next stage of delivery, up until 2026.

Funding from the Council is secured for a two-year period.

The contract is offered on a freelance basis at £150 per day x 2.5 days per week.

We are actively seeking expressions of interest from diverse and under-represented communities. We strongly encourage those from global majority, D/deaf and disabled backgrounds to apply.

APPLICATION PROCESS

To apply for the coordinator(s) role, applicants should submit a covering letter (no more than 2 sides of A4) that includes: contact details, skills & experience to deliver the role, how you meet the person specification, why you want to take on the role and what you think you would bring to it.

Email your application to cvfteambfd@outlook.com by the closing date on Friday 28th July 2023.

Shortlisted applicants will be invited to interview week commencing 7th or 14th August 2023, with an anticipated start date in September (to be negotiated).

ENQUIRIES

We would encourage you to attend one of the drop in surgeries detailed below, where many of your queries and questions may be answered:

5th July 6.00pm-7.00pm

17th July 1.00pm-2.00pm

