



Connecting people through histories and heritage

Job Title:	Community Development Producer
Organisation:	Manchester Histories
Location:	WLG:21 Samuel Alexandra Building, University of Manchester, Oxford Road, Manchester M13 9PL & Manchester Histories Hub Manchester Central Library, St Peter's Square, Manchester M2 5PD
Responsible to:	Manchester Histories General Manager
Salary:	£25,000 - 26,000 Po-rata depending on experience
Contract:	Part-time (21 hours per week) Fixed-term contract (12 months from start date), with the possibility of extension subject to successful funding.
Working Arrangements:	Hybrid/Flexible working Some evening and weekend work required
Holiday:	Pro-rotata 20 days per annum + Bank Holidays

Purpose

Manchester Histories are seeking a self-motivated Community Development Producer. The role will involve creating and delivering a programme of activities, events, and small exhibitions in Manchester Histories Hub at Manchester Central Library.

A focus of the role will be on heritage and wellbeing, weaving this into the programme of activities and ensuring that our values of compassion, curiosity and justice are reflected throughout.

Another key aspect of the role involves supporting Manchester Histories dedicated volunteers in engaging with visitors to the Hub and coordinating their recruitment and

training while fostering a collaborative approach. Volunteers are vital in supporting the aims of the charity and in return we aim to provide our volunteers with an enjoyable, rewarding and stimulating experience.

The Hub is a space for people to come together to reveal and celebrate Greater Manchester's rich and diverse histories and heritage. This is an opportunity to shape the hub to become an even more welcoming, dynamic and vibrant space.

Background

Manchester Histories are an award-winning charity that works collaboratively to reveal, share and celebrate Greater Manchester's diverse histories and heritage. We connect people to explore the past and shape the future through histories and heritage.

We are proud to celebrate the diversity, creativity, ingenuity and social principles of the people of the ten Greater Manchester districts. Our engagement with histories and heritage empowers people, both as creators and audiences, by recognising and valuing their stories.

We develop our work in partnership with communities, academics, volunteers, artists and organisations, so our work manifests itself in response to the people we work with and for. As a result, Manchester Histories creates work that is innovative, creative and different.

We deliver a yearlong public and community engagement programme and host the biennial Manchester Histories Festival.

Main Job Tasks

- Working alongside Manchester Histories' CEO, team, and partners to develop a programme of community activity in the Hub, that reaches across Greater Manchester and beyond
- Connecting with people and organisations in the community, to build relationships and develop projects that will support Manchester Histories' public facing programme
- Developing relationships with local community organisations, artists and partners to increase participation from sections of the community that are currently overlooked
- Managing the recruitment, training, and general welfare of Manchester Histories volunteers
- Managing the day-to-day budgets of projects and activity
- Contributing to our equality, diversity and inclusion (EDI) strategy, with a focus on engaging and developing new and diverse audiences and participants
- Ensuring that all duties are carried out in line with the organisation's health and safety, operational, data protection and financial policies and procedures
- Being fully aware of the requirements relating to the protection of young people and vulnerable adults as relating to the public engagement programme

- Developing new audiences and increasing participation through co-production & design
- Working with the General Manager to produce timely and detailed evaluations of community participation, projects and activities to report to funders and stakeholders
- Working with the Cultural Administrator to develop targeted marketing and content for community engagement projects and for Manchester Histories Hub
- Being a key team member at events, festival and in Manchester Histories Hub
- Advocating our work & networks to others
- Working with our volunteers to deliver events, including organising scheduling and training where appropriate
- Identifying additional sources of income and securing funds for community engagement projects – including researching potential funders, supporting funding applications and attending meetings with relevant funders
- Supporting Manchester Histories Environmental Action Plan

Person Specification

Essential

- Demonstrable experience of working with and engaging community groups and volunteers in the cultural sector
- A commitment to and passion for co-production, collaborative and participatory ways of working
- Experience of developing and co-ordinating community projects, public events & small exhibitions whilst following Health & Safety requirements
- Excellent communication skills and the ability to work sensitively and respectfully with a wide range of people
- Experience of working with people from diverse backgrounds, experiences and all ages
- Experience of working in partnership with a wide range of people, including individuals, cultural organisations, artists, Local Authorities, venues and community groups to deliver a shared outcome
- Confident in delivering and facilitating public workshops/meetings with a wide range of people
- Experience of and ability to manage day-to-day budgets and financial management for projects
- Confidence and ability to personally manage a diverse and demanding workload, and to meet deadlines
- Excellent organisational skills and ability to prioritise own workload
- Experience of conducting on-going monitoring and evaluation of projects
- Experience of supervising a team of volunteers
- Excellent IT skills, including full ability in Office 365
- Knowledge of the funding landscape for the cultural sector
- Availability and willingness to work at evenings and weekends
- Ability to work as part of a team

Desirable

- A genuine passion for underrepresented histories, heritage, and the cultural sector
- Full driving licence
- Enhanced DBS certificate
- Experience of using ticketing software
- Experience of using scheduling software
- Either prior experience working with AI tools and technologies or a strong willingness to learn

A clear demonstration of your experience is also needed, and if you are invited to interview, we will ask you to supply examples.

Manchester Histories strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce and practices. We welcome and encourage job applications from people of all backgrounds.

We particularly welcome applications from groups that are under-represented in our organisation. This includes, but is not limited to, people of African or Caribbean heritage, people of South, East and South East Asian heritage, and disabled people.

How to apply

Please fill out the application form linked [here](#) and on Manchester Histories website, ensuring you attach a CV and include 2 referees.

Please refer to the job description / person specifications when writing your answers.

References will not be requested until after any interview.

Closing Date: Monday 7th April 2025, 10:00am

Interviews: Week beginning Monday 14th April 2025

Please let us know if you need any support with the application process or want to supply your application in an alternative format.

Contact: abigail@manchesterhistories.co.uk

We regret that we will only be able to give feedback to those candidates invited for an interview.

Thank you, we look forward to receiving your application.

