

**Create Civic Change Project Manager Application Pack**



Emotional Mapping exercise with Resolve Collective, 2021. Image by Sadé Elufowoju.

**Background Information:**

Peckham Platform is a cultural organisation with a civic duty. Our vision is of a more connected society and we are dedicated to creating positive change through meaningful social art, delivering projects where local communities and artists work together at each stage to provide a programme that is uniquely responsive and relevant to place. Since 2010, we have fostered new collaborations between our local communities and prominent social artists; to co-produce bold new artworks that create open platforms for civic enquiry.

In 2023, we will launch our new venue on Peckham Square, working in partnership with London Borough of Southwark. Our new home will be at the heart of an ambitious new vision for Peckham Platform. With five times our previous footprint and new facilities; we will become a welcoming centre for creative civic engagement and community participation. With new gallery spaces, learning

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facilities, and a dedicated Social Art Resource we will expand our activities, doubling our audiences, the number of participation opportunities we offer, and increasing our ability to create transformational artistic opportunities for communities facing the greatest need in Peckham and beyond.

We operate in Peckham, with 71% BAME\* local residents and over 40% young people - one of the highest ratios in the country. Peckham is changing rapidly, with a borough-led strategy for regeneration providing significant investment in the area in recent years and new businesses and communities moving to Peckham. Within this, a cultural scene is burgeoning, with outstanding cultural spaces and innovative creative industries emerging.

Inequality is growing, existing communities are being displaced and marginalised, and the benefit of new investment is often being felt only by a narrow cross-section of residents. Lower overall deprivation masks the continuing challenges facing Peckham, which is historically one of the most deprived areas in the country; 84% of the population live in the most economically challenged quintile nationally; 34% of children live in low income households; unemployment is at 15%; and it is ranked in the 12% highest crime spots in England. The situation has become critical in the context of sweeping cuts to public services decimating Peckham's support structures.

This inequality of access and opportunity is becoming even more apparent in Peckham at this time of rapid development. Operating within this complex landscape of urban change, Peckham Platform is committed to addressing social inequalities, promoting cultural democracy, and initiating long-term relationships with the arts across communities of need. Young people are at the heart of this process, as collaborators and audiences. Through our learning programmes, we use creative practice to explore alternative pedagogies that place young people at the centre of their educational development.

Our mission is more important than ever as we face a national crisis that spans social, environmental, economic, political and cultural fields. In this challenging context, the social value of art is being given more attention. Cultural organisations are increasingly experimenting with delivering more socially relevant work and look to Peckham Platform as a model of best practice. Our new venue is essential to helping us to expand our work to meet the needs of our community and the sector.

We believe that Peckham's public spaces can be reclaimed by residents as welcoming areas to come together; reinvigorated through performances, exhibitions, artistic interventions, and more. Our locality's vibrancy will be celebrated, recognising the diversity of experiences and histories that contribute to Peckham's unique identity, equally.

*\*BAME is a problematic term and we agree with its many [critics](#) within the sector and beyond. We use this term here as a reminder that this term remains in use in “official” data such as the census.*



Attendees of Birungi Kawooya’s Mindful African Art Class, 2021. Image by Sadé Elufowoju.

## Artistic Programme

Our artistic programme strives to be both relevant and supportive to artists and the communities with whom we work. Reflecting our values and concerns as a cultural organisation with a civic duty. We are committed to community-led co-commissioning and creating a genuinely collaborative process.

For each commission, we focus our work on engaging communities that are at risk of being marginalized in the cultural mainstream, platforming groups to explore the issues that arise with them. In the past, this has amplified the voices of womens’ youth services, disability, mental health, and substance abuse recovery groups. We maintain a joint decision-making process with communities right through to the exhibition, installation or event.

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Our new home will provide a larger, redeveloped gallery that welcomes these communities and more to a permanent and resilient home for our ground-breaking work, building on 10 years at the forefront of social art.

Our current co-commissioning programme includes a three-year project funded by Catalouse Gulbenkian Foundation, Esmée Fairbairn and Big Lottery titled Create Civic Change. A cross-generational, cross-cultural project capturing our community's response to a rapidly changing Peckham.



Visit to Tate Modern led by artist Beverley Bennett with Leaders of Tomorrow and Peckham Park Baptist Church Youth Group, 2019.  
Image: Ruth Sewell.

## Learning Programme

Our work with young people currently includes Arts Awards and Youth Platform, a creative in-house initiative that develops agency in young people facing multiple factors of disadvantage in Peckham. Funded by Charterhouse Southwark and the Portal Trust, in the last 3 years, we have nurtured an

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effective model of progressive participation, from often first out of school arts engagement, to becoming creative leaders with the skills and confidence to pursue pathways in the creative sectors. This work will be central to our organisational growth moving forwards. The learning programme is currently going through a development process to increase our offer for more people across the ages.

*"Peckham Platform has proven itself to be a shining beacon in bringing together artists' practices and community interest to embed contemporary art in a great unfolding programme of productive dialogues in London"* Sonia Boyce, MBE, Artist

## Company Information

Peckham Platform is a registered charity and company limited by guarantee. Its annual turnover is around £380,000 with over 20% of its budget allocated to artistic programme. A National Portfolio Organisation of Arts Council England (receiving £75k pa), the organisation relies on fundraising and commercial income generation to deliver its creative and business plans.

Peckham Platform has a core part time staff of 6 with a further people working on project funded contracts, equating to a team of four as a full time equivalent. We are committed to creating a diverse workforce, offering flexibility within employment contracts, widening access to careers in the arts for volunteers, interns, apprentices and placements, and ensuring all staff have personal development plans to enable them to progress their career.

The Board of Trustees consists of ten members who lead the Charity and oversee the organisation in many ways. Trustees each bring unique skills and lived experiences to the organisation and contribute to the success of Peckham Platform.

You can read more about who we are; our vision, mission and values and learn more about our team on our [website](#).

## **Access support**

We are committed to meeting reasonable adjustment, to meet access requirements and supporting all team members to apply to Access to Work to cover relevant costs. Access support is available for all applications, including alternative formats. If you prefer to meet one of our team or talk through this job pack please contact [recruitment@peckhamplatform.com](mailto:recruitment@peckhamplatform.com) or call 020 7358 9645

## **Equal opportunities**

Peckham Platform is an equal opportunities employer, and actively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age. This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities, and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

## **Our Anti-racism pledge and action plan**

Our workforce reflects the demographics of Peckham and we actively support the anti-racism agenda. In terms of recruitment, we do this by ensuring that; all our roles are advertised, at least one person of colour attends every interview panel; people that are interviewed will get a chance to meet someone from the team to give insight to the organisational culture, as well as a chance to ask questions outside of the interview. We will offer feedback to everyone we interview. We strive to hire people with lived experience represented in the communities that we work with. We have relevant policies and procedures in place to ensure that our workplace is safe and welcoming.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Project Manager – Create Civic Change

**Salary:** £28,000 pro rata at 2 days per week  
Fixed term 1 year, with opportunity for extension

**Accountable to:** Artistic Director, Peckham Platform

**Location:** Quay House 2C, Kings Grove, London, SE15 2NB with online and remote working

**About Peckham Platform and Tilting the Mirror:**

Peckham Platform is a creative and educational charity that brings together local communities with leading artists to co-produce art projects with impact. This is an exciting opportunity for an experienced Project Manager to join a civic minded arts organisation at an exciting new phase of its development.

Tilting the Mirror, is a cross-generational, cross-cultural experience capturing changing Peckham; putting residents in positions of leadership through art based practice and platforming those who struggle to be heard in the process of regeneration.

**Purpose of Role:**

As Create Civic Change Project Manager you will work closely across generations to explore the theme of ‘changing Peckham’ and the public realm. As Project Manager you will have a passion for working with intercultural and intergenerational communities as well as supporting the commissioning of new social artworks. As post holder you will have proven project management experience and will be in their element overseeing and delivering projects as well as managing budgets controls and reporting. You will be committed to furthering the organisation’s engagement with communities in Peckham and beyond, working to support the artistic vision of the organisation.

This is an exciting opportunity for an ambitious project manager to take an important role in an influential arts organisation at a time of significant growth. Since 2010, we have championed a community-led co-commissioning model that makes us unique through a genuinely collaborative process. In a time of rapid development in the area. Peckham Platform is committed to addressing social inequalities, promoting cultural democracy, and initiating long-term relationships with the arts across communities of need.

Managing a small but dedicated team and freelancers you will form engaging, accessible, sensitive and ambitious creative experiences with a focus on placemaking and intergenerational knowledge exchange.

Peckham Platform currently operates off-site and online as we prepare to move into our new gallery space in 2023. You will be responsible for delivering programme elements such as talks, workshops, working group meetings and drive engagement and awareness through effective

communications. A key component to this role will involve evaluation, ensuring that our creative activities are relevant, inclusive and of high quality.

As Project Manager you have proven experience within the arts and cultural sector, and or transferable skills, as well as an appreciation of the lived experiences of our core audiences. You should be in your element working collaboratively with our resident communities and across programme strands including learning and Youth Platform to support the artistic vision and mission of the organisation. We are especially interested in hearing from applicants of African and Caribbean heritage and all of its diasporas.

## **Duties and Responsibilities**

### **Project Management**

- Successfully deliver the Creative Civic Change project including the delivery of regular bi-weekly sessions and artistic outcomes in keeping with project objectives, ensuring social impact for cross-cultural and cross-generational communities in Peckham.
- Service and support The Peckham Partnership Working Group to meet on a quarterly basis to steer and oversee the Creative Civic Change project.
- Ensure systematic approach towards reporting and evaluation in keeping with the Create Civic Change project objectives.
- Create an inclusive culture within the project across the community groups and ensure high performance of Project Assistant and freelancers including artists and facilitators.
- The Project Manager reports to the Artistic Director and is line-managed by the Executive Director as overseen by the Board of Trustees.

### **Finance**

- Ensure systematic approach towards budget management in keeping with Peckham Platform's systems and the Create Civic Change budget controls and reporting to the Finance Manager.
- Oversee the smooth running of the finances of the Create Civic Change project in keeping with the financial controls at Peckham Platform.
- **Fundraising**
- Feed into and contribute to the concept development of ideas for fundraising to sustain



the strand of intergenerational work

- Prepare reports for funders to demonstrate the impact of the project across the communities of interest as overseen by the Artistic Director.
- Feed into funding applications to Trusts & Foundations and public bodies by liaising with the Freelance Fundraiser as overseen by the Artistic Director and supported by the Project Assistant.

## **Administration and Staff Management**

- Manages the Creative Civic Change Project Assistant, Freelancers and Volunteers; works closely with the Finance Manager.
- Oversees daily management and administrative responsibility for the project, including supervising staff and office systems.
- Attends regular weekly staff meetings to update on project delivery and plan future programmes.
- Support the Artistic Director and Executive in preparing reports on Creative Civic Change projects delivery for Board of Trustees, coordinating feedback and action points.
- Liaises with Marketing Coordinator on public messaging of the project and development of the website.

## **Communications & Marketing**

- Creates positive connections with various local community groups and schools through marketing, attending events and meeting key local community professionals
- Delivers effective communications through all our marketing channels, to local audiences, schools and partners, creating content for our website, newsletters and socials
- Manages our database of contacts; filing and storing following GRPR regulations
- Report writing, data collection and management to deliver funding requirements
- Works closely with our Marketing Officer to plan content for marketing
- Ensures that staff and are an informed and professional point of contact at all times

## **Person Specification**

### **Essential:**

- Ability to manage, develop and support activities for intergenerational and intercultural residents
- Ability to strategise, plan, prioritise and work independently in a small team
- Minimum 2 years in an arts / community management as an art professional.
- Sound experience of reporting back and working in budgets.
- Good verbal and written communication.
- Strong office and administration skills and computer literacy (including Microsoft Word, Outlook and Excel).
- Experience of working in a small to mid-scale arts / community organisation.
- Experience of collaborative cultural projects.
- Experience of working on community led projects with multiple stakeholders to deliver successful outcomes.

### **Desirable:**

- Experience of fundraising for revenue projects.
- Knowledge of and interest in approaches to collecting and sharing audience data.
- Knowledge of and/or interest in documentation and digital archiving for arts organisations.
- Have previously worked or volunteered in an ACE NPO Arts organisation and/or with a registered charity

### **Essential Competencies**

- Strong project management skills.
- Excellent interpersonal skills.
- Empathy with our mission and values.
- Commitment to equality and inclusion.
- Professional and with high standards.
- Able to multi-task, delegate and prioritise.
- Able to work flexibly and cooperatively.

## How to apply

To apply, please send us your application

1. As a written statement of no longer than 2 pages; and/or an audio/video presentation of up to 5mins. Please tell us how you meet the person specification for the role. We would really like to hear why this role is an exciting move for you and what skills you would like to develop.
2. A supporting CV no longer than 2 pages, that demonstrates your skills, knowledge and experience.
3. Please also include earliest start date and names of two referees (only contacted after seeking permission)

Complete the [Equal Opportunities Monitoring form](#) (this is for monitoring purposes only and will be detached from your application).

If you would find it more accessible to complete any part of this application in a different format, please email [recruitment@peckhamplatform.com](mailto:recruitment@peckhamplatform.com)

**Application Deadline:** Midday, Wednesday 22nd December