

# RECRUITMENT PACK

Engagement Manager – Full Time  
April 2025



# HOME

# WELCOME

## Thank you for your interest in the role of Engagement Manager at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 4 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m<sup>2</sup> contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact [recruitment@homemcr.org](mailto:recruitment@homemcr.org).

# OUR VISION & MISSION

## WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

## WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

## WHAT MAKES US TICK

● We are conscientious

● We are considerate

● We are collaborative

● We are creative

● We are curious

## STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

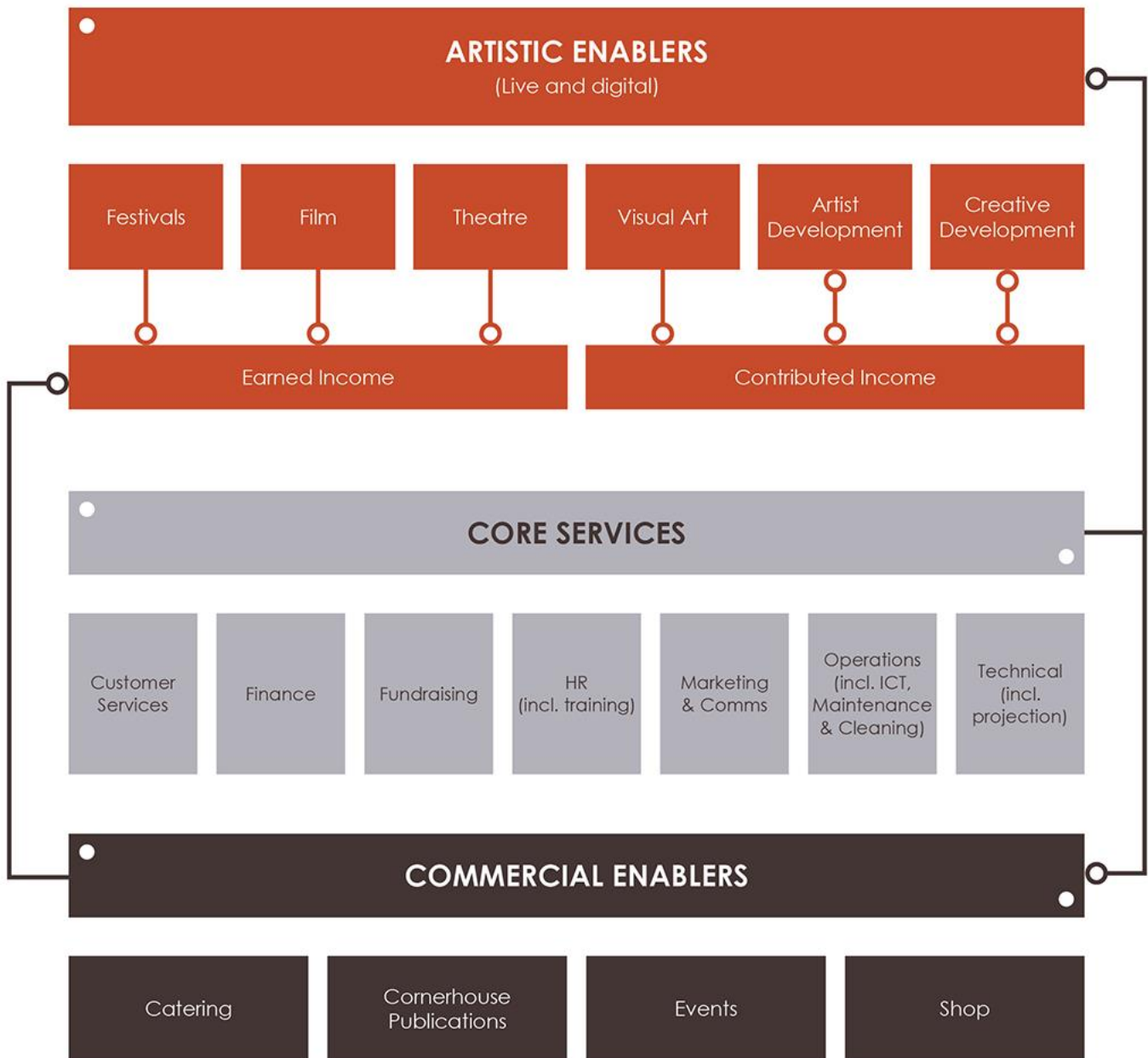
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

# HOW WE WORK







## Equality at HOME

**HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.**

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



# THE ROLE

The Engagement Manager will support the Head of Creative Engagement in the coordination, administration, delivery and management of HOME's ambitious community programme 'Home from HOME' and our wider community offer. The Engagement Manager will play a pivotal role in building and maintaining relationships with our local communities, grassroots partners, local authority and services and they will work with young people and adults within community settings across Manchester. They will deliver taster sessions, community consultations, programme work within community settings, co-create work with and for our communities, attend community network events, and line manage freelance artists and one member of staff, the Schools and Creative Careers Coordinator. The role will directly contribute to growing the presence of HOME within our local communities as we strive to co-create work in community settings that authentically amplifies unheard voices and celebrates our local communities.

The Engagement Manager will work closely with the Head of Creative engagement to ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic, creative programme that enables **everyone** to access culture and explore their own creativity.

The post holder will be a highly organised individual who has a specialist interest or background in community engagement and experience working creatively with young people and adults, and they will have experience as a line manager. As a vital member of the wider HOME Team this post includes project coordination, administration, delivery and budget management. They will hold relationships with key stakeholders and partners and manage freelance artists and core staff. They will demonstrate highly effective communication skills and the ability to work independently and as part of the team.

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## Creative Engagement at HOME

By 'Creative Engagement' we mean every activity that enables people (communities, schools, children, young people and families) to get closer to and take part in HOME's wider programme. Through our work we strive to increase access to art and culture, improve health and wellbeing, amplify unheard voices and support people to tell their own stories through their own artistic creations.

We adopt a person centred / co-created approach which is central to our vision at HOME and we connect with an exceptionally diverse mix of people who see and shape our work. Our wider Creative Engagement programme enables young people, schools and communities to deepen their interests and skills, actively take part, connect with others, experience and learn through art and culture and authentically co-create new and exciting work.

Through creative engagement projects, workshops, performances, exhibitions, courses or employability/career opportunities – everything we do links to our wider programme, with nothing in isolation.

We exist to positively impact individuals and wider communities artistically, economically and socially.

# KEY INFORMATION

<b>Salary</b>	£32,000 per annum
<b>Contract</b>	Permanent, full time (5 days p/w)
<b>Hours of work</b>	40 hours, including 1 hour lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
<b>Place of work</b>	HOME's offices are at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
<b>Other benefits</b>	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Access to training and professional development Cycle to work and Tech scheme
<b>Probationary period</b>	6 months
<b>Notice period</b>	1 month during probationary period, 2 months thereafter



# JOB DESCRIPTION

## Purpose

To support the Head of Creative Engagement in the coordination, administration and delivery of an inclusive and accessible multi-disciplinary community engagement programme. The role will develop key relationships with community, grassroots and local authority partners. Implementing effective project management in order to deliver a high-quality creative engagement offer for communities (young people and adults) within our targeted areas across Manchester. The Engagement Manager will manage multiple community projects, programming cultural work within communities, coordinating events and co-creating work with community members that creatively tells their stories. Ensuring our work is reflective of our local, diverse communities. They will also ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic Creative Engagement Programme that enables **everyone** to access culture and explore their own creativity.

**Team** Creative Engagement  
**Reports to** Head of Creative Engagement  
**Responsible for** Freelance artists and one core staff member.

## Main duties

1. Working closely with the Head of Creative Engagement and in collaboration with key stakeholders and partners, artists and with colleagues to coordinate, administrate, deliver and manage HOME's year-round Creative Engagement programmes.
2. Be a core member of the Creative Engagement Team, supporting wider projects when needed. Taking part in working groups across the organisation and collaborate on cross-organisational projects – as directed by the Head of Creative Engagement or CEO.
3. Manage multiple high quality, inclusive and accessible youth and community-based projects, both within

community settings across Manchester and within our building.

4. Work with stakeholders, community partners and community members to coordinate community events, cultural trips, programme and co-create work that celebrates our local communities and authentically responds to our communities' interests and needs.
5. Support community engagement/wrap around activity in partnership with visiting companies.
6. Ensure that HOME's community engagement offer, and wider Creative Engagement programmes link directly to and are part of HOME's overall programme.
7. Line manage the Schools and Creative Careers Coordinator and a pool of freelance artists.
8. Ensure best practice regarding Safeguarding and GDPR is consistently implemented.
9. Effectively manage multiple project budgets. Regularly reporting to the Head of Creative Engagement.
10. Implement effective monitoring and evaluation and provide written reports when required.
11. Work closely with HOME's Development Team to identify and support fundraising for community engagement programmes and reporting when needed.
12. Write/update copy for the website and social media platforms and develop engaging online content, working closely with HOME's Marketing and Comms team to ensure the work of Creative Engagement is well profiled at a local, regional and national level.
13. Maintain a working knowledge of and participate in regional and national community and youth engagement networks, and to keep up to speed with developments in the industry.
14. Proactively advocate for HOME's Creative Engagement, work internally, locally, regionally and nationally and represent GMAC at relevant networks, conferences and events.
15. Embed Diversity and Inclusion across the organisation.
16. Work collaboratively and supportively as a member of the wider HOME Team, playing a key role in developing and

delivering an integrated, inclusive, vibrant and creative programme of work.

## Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest audience access.
- Be an advocate and ambassador for the organisation.
- Implement GMAC policies, in particular those around diversity, environmental sustainability, access, safeguarding and GDPR.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Head of Creative Engagement.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required.

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Experience</b>	<p>Experience in the delivery and management of high-quality youth and community based creative projects.</p> <p>Experience in programming and co-creating arts-based work with and for communities.</p> <p>Experience of building purposeful community partnerships.</p> <p>Experience in project management - managing multiple projects and implementing effective, administration and budgeting processes.</p> <p>Experience of implementing effective monitoring and evaluation methods.</p>	<p>A background in the arts sector.</p>

	<p>Experience in writing reports for trustees, funders and wider stakeholders.</p> <p>Experience of line management.</p>	
<b>Skills and Knowledge</b>	<p>A demonstrated understanding of safeguarding and child protection.</p> <p>Ability to manage multiple projects within a fast-paced environment, effectively meeting deadlines.</p> <p>Ability to respond quickly to problem solve and meet the needs of the programme</p> <p>Effective administrative and IT skills (Excel, Outlook, Teams, PowerPoint, Sharepoint) with excellent attention to detail.</p> <p>Excellent communication skills.</p>	<p>Ability to implement persistence, enthusiasm, resilience and creativity.</p>
<b>Other requirements</b>	<p>Commitment and interest in arts/community engagement and the ability to understand and communicate HOME's work and mission.</p> <p>A drive to promote access to art and culture.</p> <p>Ability to proactively work both as part of a team and independently.</p> <p>Flexibility and ability to work evenings and weekends as required</p> <p>Able to handle sensitive information with confidentiality</p>	<p>A passion for environmental sustainability</p>



# HOW TO APPLY

**The deadline for applications is Monday 19 May 2025, 10am**

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. **Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.**

Email your CV and written supporting statement or this can be a short video/audio response no more than 10 minutes long to [recruitment@homemcr.org](mailto:recruitment@homemcr.org) and complete the [Equal Opportunities Form](#) to apply.

We will interview all candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email [recruitment@homemcr.org](mailto:recruitment@homemcr.org) if you have any questions related to support requirements.

**Interviews will take place in person on Tuesday 27 May 2025**

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

**Please note** we are unable to provide feedback at application stage if you have not been shortlisted.

**Thank you for your interest in this post.**



#### FUNDED BY



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Salford**

**MANCHESTER  
SCHOOL OF ART**

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