

Mothers in Crisis: Then & Now Digital & Evaluation Support Officer Recruitment Information

Mothers in Crisis: Then & Now is a creative heritage project delivered by enJOY arts working with Mothers in Trafford. This project is funded by the National Lottery Heritage Fund and Trafford Housing Trust.

Through this project we will work with mothers to creatively share their experiences of motherhood during Covid, learn about mothers from the past, looking at how they coped in times of crisis and capture our living history.

The project is running now, until December 2023, including public performances in early July 2023 and exhibition launch in mid October 2023, both at Stretford Public Hall. Alongside the exhibition a digital archive will be launched documenting the stories uncovered as part of the project.

enJOY arts are looking to recruit a Digital & Evaluation Support Officer on a freelance basis to support the project with social media/publicity and the record keeping of material for the digital archive and evaluation purposes.

How to Apply

Please read the Job Description and Person Specification below. If you are interested in this position, then please send a CV and covering letter of no more than two sides of A4, outlining your previous experience and why you are interested in the role to: info@enjoy-arts.org.uk

The deadline for applications is **5pm on Monday 25th April**. Interviews will be held, preferably in person, at Stretford Public Hall on **Wednesday 4th or Thursday 5th May between 10am - 3pm**.

If you have any questions/would like an informal chat about the role please feel free to contact **Erica Adkins, Project Manager, on 07752 711 650**.

About the Project

Covid has been cited as the biggest crisis the world has experienced since WWII. Focusing on experiences from WWII comparing and contrasting this to the Pandemic, "Mothers in Crisis: Then & Now" will look at how mothers have responded and adapted, showing resilience in times of crises.

The project will give mothers from Trafford an opportunity to share their experiences and explore creatively what has happened in this pandemic, placing it in a context of resilience,

alongside learning about the experiences of mothers in the past. We want mothers of this pandemic to share their voices, make their mark and to capture living history.

Working with artists and volunteers, participants will creatively explore heritage in new and exciting ways. enJOY arts will work in partnership with Stretford Public Hall (SPH) People's History Museum (PHM) and Working Class Movement Library (WCML), culminating in a performance, exhibition and digital archive.

About the Role:

Title: Digital & Evaluation Support Officer

Fee: £6000

Time Commitment:

This is a freelance role which we envisage to be around 60 days over the course of the project, flexible working hours will be agreed inline with the project structure with more time expected from the role in Summer/Autumn 2023. More information will be provided at the interview and agreed on acceptance of the role/as the project progresses. The main working days of the project team are Wednesdays and Thursdays so availability on one of these days would be needed.

Job Description:

- Keeping a record of activities/content/stories to be used for the digital archive and evaluation.
- Supporting the Project Manager with online presence of the project including updates on social media.
- Distributing publicity material to participants, partners and members of the general public.
- Collating session evaluations both quantitative and qualitative data/information. Ensuring records kept in line with enJOY arts GDPR policy.
- Attending and contributing to staff meetings and providing the Project Manager with any information necessary to the project evaluation.
- Working with project staff, volunteers participants and partners to ensure the successful delivery of the project.
- Supporting the planning and delivery of the project exhibition and Digital Archive.

Person Specification - Essential skills, knowledge and experience:

- Previous experience of using social media to promote projects/events.
- Previous experience of evaluation and record keeping for projects.

- Excellent communication skills.
- Flexibility and enthusiasm.
- Be self-motivated, reliable and have excellent time-management skills.

Desirable skills, knowledge and experience

- Previous experience of working on a creative heritage project.
- Experience of working with heritage partners.
- Experience of working with community groups.
- A current DBS.

Equal Opportunities

We want this post to be accessible and flexible for any candidate who might have childcare responsibilities, planning anti-social hours well in advance to allow for childcare plans to be made.

We want our workforce to be representative of all sections of society and so we will actively welcome candidates who are currently underrepresented in the arts/culture/heritage including people who face discrimination as a result of racism, those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled.

About enJOY arts

enJOY arts CIC is an award winning community arts organisation based in Manchester, working across the North West. enJOY was founded in 2011, with a key motivating vision: taking part in creative projects is fun and everyone should have the opportunity to experience this. For us, the power of the arts lies in their ability to uplift, empower and bring people together. We deliver enjoyable, engaging, impactful, accessible & inclusive sessions, specialising in creative heritage projects with community groups, successfully engaging those who are hard to reach. We have developed particular experience in creative heritage projects, using our specialist skills and expertise in drama and the creative arts to work with marginalised women and girls. Working in partnership with heritage venues we engage vulnerable adults and young people to explore untold histories from a female perspective, finding common ground between our participants and the heritage they are exploring. Our community projects and performances are free-to-attend and are actively marketed at those who do not regularly access culture; through partnerships with local organisations and community stakeholders.