

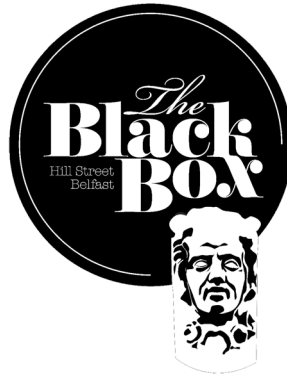
The Black Box

The Black Box Trust

Company Number
NI058233

Charity Number
NIC100983





Thank you for your interest in the Black Box Projects & Outreach Officer with The Black Box.

Working with Black Box Projects Group Members, volunteers and an established team, the Black Box Projects and Outreach Officer will be responsible for leading Black Box Community Outreach Projects through delivering accessible, engaging and fun activities for existing and new group members to participate in.

Key Details

Job Title: Projects & Outreach Officer

Location: Belfast

Salary: £27,000, increasing after Year 1

Status: Full Time (40hrs p/w) 3 Year contract funded by The National Lottery

Pension: Opt-in (NEST)

Annual Leave: 25 flexible leave days plus statutory holidays

How to Apply:

Please read the information within this document and send an email to director@blackboxbelfast.com with one single PDF or Word document that includes the following: Your CV, no more than 2 A4 pages long. Your CV should include your name, home address, email, contact number and references.

A cover letter outlining why you would be an excellent candidate for the position, based on your previous experience and the criteria outlined in the job description.

Please email this document as an attachment to your email in PDF or Word format, links to downloads will not be accepted.

The deadline for receipt of applications is 1pm on Wednesday 21st of March 2023. It is anticipated that initial interviews will take place at the Black Box week beginning 27th of March 2023.

The Black Box

Established in 2006, The Black Box is a vibrant arts space in the heart of Belfast's Cathedral Quarter. One of the leading lights of the city's arts and entertainment sector over the last two decades, our dedication to accessibility, quality and innovation have made it one of the most beloved venues in town with audiences and artists alike. We are passionate about removing barriers to accessing great events and improving the ability for all to experience, enjoy and engage with the arts and great ideas. We programme and present work across all platforms, from music, literature, and theatre, to film, comedy, live art, cabaret, and talks.

Most importantly, the Black Box provides a unique incubation space for emerging artists, curators and promoters to experiment and try out great new ideas, laying the groundwork for the future of our arts sector. As a not-for-profit arts venue, the Black Box works closely with community initiatives, as well as with many of Belfast's highest profile festivals.

Looking ahead to our third decade, we want to build our role a catalyst and greenhouse for Belfast's most exciting creative talent, and to play a vital role in the city's arts offer as a partner, programmer and home from home for artists and audiences.

Further information can be found at
www.blackboxbelfast.com



Black Box Projects and Outreach Officer Job Description & Key Tasks

About this role:

This role will be dynamic and rewarding. The candidate will be expected to plan, devise, and implement Black Box Projects. The projects will engage with people, especially those who identify as disabled, in an inclusive and equitably accessible way with aims to support people in explore their creative potential, become more involved in the community. The projects are aimed to include those at greatest risk of exclusion and isolation.

Principal Accountabilities:

To plan, devise and implement the following Black Box Projects for and by people who identify as disabled – taking into consideration that all planned activities are people led:

Express Yourself – Social Café

Belfast Sound Collective

Black Moon

Mini Moon

Black Box Constructor Team – Advisory Group

Any other projects, events, performances, and community engagement relevant to Black Box Projects and their wider reach

Coordination

Lead on the delivery of the project, including regular meetings and support where needed.

Develop programmes in conjunction with the participants of the projects, recruit artists and facilitators, attend sessions and support workshop leaders, documentation, monitoring and evaluation of projects.

Recruit, train and manage the volunteer team – holding monthly meetings to support volunteers.

Management

Management of volunteers and visiting artists and facilitators

Administration of Black Box Projects

Report to our principal funder, The National Lottery and update on project progress

Devise general and individual Risk Assessments and cultivate a safe, positive environment for group activities.

Management of other resources, such as Black Box Projects equipment, materials and safe transportation and set up of workshop activities.



Impact and Evaluation

The post holder will be responsible for the day-to-day evaluation of the projects, collecting data and working with external consultants, the Director and Board. To support the project monitoring activities by collecting data from project participants and contributing to the learning and evaluation of the programme

Communication

Oral and written communication with partners and participants.
Consultation and promotion of activities
Report to Director.

Development

Develop ideas for the projects and work with the Director to sustain and develop partnerships.
Support the future sustainability of this work by leading on further fundraising.

Administration

To coordinate focus group meetings, liaise with all partners, provide administration and support to the Director in relation to the project.
Maintain record of activity, registers, risk assessments and contracts
Preparation and provision of session materials / equipment where required
To follow The Black Box Trust's policies on health and safety, equal opportunities and human rights, professionalism, and effective and supportive engagement
To undertake any training and development which are commensurate with the role

Essential Criteria

Demonstrable experience in:

Working with adults who could be identified as being at risk.

Workshop development, planning and delivery.

3rd level qualification in relevant field or equivalent OR 3 years demonstrable experience in relevant field

Successful project funding management with local authorities, government bodies, trusts or foundations.

Knowledge and working understanding of Safeguarding and working with Adults at Risk policies.

Desirable Criteria

Full clean driving licence and access to a vehicle

Experience in recruiting and managing a team of volunteers

Equal Opportunity Statement

The Black Box is an equal opportunities employer and does not discriminate on the basis of perceived religious or political affiliation, gender, gender expression, sexual orientation, marital status, disability colour, race, or ethnic origins.

The Post of Black Box Projects and Outreach officer fully funded by:



Black Box Trust is supported by:



Supported by

**Belfast
City Council**



LOTTERY FUNDED