



## Coventry Cardboard Camp Coordinator

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Cardboard Citizens is looking for a Project Coordinator based locally to Coventry for a 9-month freelance contract.

<b>Role:</b>	Coordinator
<b>Project:</b>	Coventry Cardboard Camp
<b>Accountable to:</b>	Engagement Manager
<b>Responsible for:</b>	Network Coordinator
<b>Contract type:</b>	Freelance, Contract for Services
<b>Location:</b>	Coventry
<b>Fee:</b>	£5,000 (excl. VAT) to cover approx. 40 days' work (paid in instalments)
<b>Term:</b>	April – December 2021 (9 months)
<b>Deadline:</b>	18:00, 05/04/2021
<b>Interview dates:</b>	15 <sup>th</sup> and 16 <sup>th</sup> April

## About Cardboard Citizens

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We are the UK's leading theatre company with and for people with experience of homelessness. We have a 30-year history of making high-quality theatre, telling untold stories to wider audiences to challenge perceptions of homelessness. We have developed a highly successful national programme of touring productions, placing individuals with experience of homelessness at the centre of our professional work. Our approach is rooted in Augusto Boal's Theatre of the Oppressed methodology, an internationally recognised practice that works to liberate and empower the most vulnerable by critiquing forms of structural oppression and empowering spectators to become advocates for change.

## **Project Overview**

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During April – December 2021 we are working in partnership with Coventry City of Culture, The Belgrade Theatre and Underground Lights to deliver a creative programme of workshops, training and events, which brings together people with lived experience of homelessness, the arts and homelessness sectors, and theatregoers.

The project aims to:

1. Amplify the voices of people with lived experience of homelessness in Coventry's CoC festival through a powerful theatre programme, building audiences with a greater knowledge and understanding of the complexity of homelessness.
2. Positively enhance Coventry's arts and homeless sectors beyond CoC, building on relationships already established through the Coventry Arts and Homelessness Forum to grow a city-wide network of individuals with lived experience of homelessness, arts and social sector organisations and local government to influence Coventry's cultural/homelessness agendas.
3. Drive change in cultural and homelessness agendas nationally, through using partnerships and knowledge exchange to develop and showcase a model of good practice of arts programming informed by people with lived experience, with integrated professional and community elements, to share with key stakeholders and be delivered by CC beyond the project.

Key Activities include:

- Launch meeting (April)
- Theatre of the Oppressed training for arts and social sector workers and people with lived experience (May)
- Confirming homelessness sector partners to support the project (May)
- Outreach workshops with homelessness sector partners (June)
- 3-week Forum Theatre residency for people with experience of homelessness at The Belgrade (5-23 July)
- Performance and policy making session at The Belgrade (B2) (23 July)
- Regular stakeholder meetings
- Arts for Social Change conference (1 day – date TBC)
- Legacy activities
- Monitoring and evaluation

## **Role Description**

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We are looking for a Coordinator based local to Coventry to coordinate the Cardboard Camp activities, to enable the successful delivery of the project and the work of Cardboard Citizens to be embedded in the city during 2021. The role will involve working closely with key partners Coventry City of Culture, The Belgrade Theatre and Underground Lights, as well as building local relationships and partnerships across the arts and social sectors.

We are looking for someone who is passionate about arts and social change, has familiarity with running creative projects with marginalized or vulnerable groups, and is familiar with or interested in Forum Theatre and the wider Theatre of the Oppressed methodology.

### **Key Tasks**

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- To work with CC's Engagement Manager to coordinate the Cardboard Camp activities and implement the Project Plan, ensuring successful delivery of its aims and outcomes
- To work successfully with and maintain strong relationships with partners Coventry City of Culture, The Belgrade Theatre and Underground Lights, ensuring all partners are kept informed and up to date
- To work successfully and maintain strong relationships with project staff including CC's Associate Director, locally based Facilitator and Residency Workshop Assistant
- To work with Underground Lights to identify and secure key social and homelessness sector organisations and people with lived experience to support the project and its legacy, and to attend regular stakeholder meetings
- To set up and oversee the successful delivery of outreach workshops, putting in place arrangements with partners to ensure participants can attend
- To oversee the successful delivery of the residency, engaging with 10-12 participants with lived experience of homelessness
- To train as a PEARL Accreditation Assessor, and accredit residency participants
- To coordinate legacy activities and support the legacy of the project in Coventry
- To keep the Engagement Manager informed of all relationships and partnerships, providing a comprehensive handover at completion of contract
- To embed and capture monitoring and reporting information, as required, ensuring evaluation processes are agreed and embedded with partner organisations

### **Person Specification**

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#### **Essential**

You need to demonstrate clear evidence of:

- Developing, planning and delivering creative projects or theatre productions
- Building and managing relationships with artistic collaborators and stakeholders
- Project management – seeing a project through from devising to delivery and evaluation
- Experience of running creative projects with marginalised or vulnerable groups
- Understanding of the social/homelessness sector in Coventry/West Midlands
- Understanding of the arts sector in Coventry/West Midlands
- Awareness of the challenges encountered by people affected by homelessness
- Ability to work as both part of a team and on own initiative
- Strong administrative, organisational and communication skills
- Experience of monitoring and evaluation systems
- An interest in the work of Cardboard Citizens and Theatre of the Oppressed methodology

## **ADDITIONAL INFORMATION:**

All job descriptions are subject to review and amendment, in consultation with the employee. As will be necessary for the role, it is a requirement of Cardboard Citizens that all staff work in a flexible manner compatible with their jobs and in line with the company's policies, procedures and objectives.

### **Equal Opportunities**

We are committed to attracting diverse candidates. Applicants who meet our minimum (essential) criteria and identify as one of the following will be guaranteed an interview.

- Black, Asian or from another minority ethnic background
- Disabled
- Lived experience of homelessness
- At risk of homelessness

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### **Contact:**

If you have any questions about this position, [please email us](#).

### **How to apply:**

To apply for the position of **Coventry Cardboard Camp Coordinator** at Cardboard Citizens **please complete our application form which can be found [here](#)**.

If you require the application form an alternative format then [please email us](#).

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