

dingy butterflies

Freelance Project Coordinator brief

Dingy Butterflies CIC is seeking a Project Coordinator to work on a freelance basis on the Gateshead project 'Bees of Bensham'. The Project Coordinator will support the lead artist, Barbara Keating, in the development of the project, and two freelance artists in community engagement with community groups and local people. They will also support and develop two community events, in late 2023 and early 2024.

About the project

Dingy Butterflies CIC and Barbara Keating have been successful in receiving funding from the National Lottery Community Fund (NLCF) as part of the Jubilee celebrations. The project is called 'Bees of Bensham' and involves working with artist and beekeeper Barbara Keating to develop a community engagement project in Bensham & Saltwell, Gateshead. This project involves working across the community, to understand the area as a whole habitat as a potential home to bees and pollinators living in our community, and how we can support them; learning together the benefit there is in helping to increase the bee population in our locality.

'Bees of Bensham' involves working with community groups, residents, and young people to collate data on bees in our community, learn what their needs are and how we benefit by supporting them. By doing this we aim to explore what land we have in our community, and how we can utilise it for the benefit of ourselves and the nature that we share it with. This will be done through understanding more about what plants grow in our community, rethinking land use and rewilding targeted grass areas, and will end with a community celebration in Summer 2023. The project will help us to explore how we can create a more sustainable provision for pollinators, develop knowledge of land use, share skills, and community growth. We will work with local people to create a community led programme with long-term outcomes. The long-term aim is to develop an interest in our natural world in our urban area for the benefit of the community and our local environment and spaces, that we as a community can enjoy and to build deeper connections and sustainable relationships between bees, plants, land and people.

'Bees of Bensham' will work intergenerationally, developing activities in urban spaces that connect residents and groups through exploring the communities we live in and the underused spaces and places that exist within it. This will be through creative activities led by the lead artist and two supporting artists; community bee

data collecting walks; knowledge and skills sharing opportunities; and planting and growing in dedicated spaces. The project aspires to leave a legacy beyond the project by developing a group of residents that have developed skills and knowledge of biodiversity, climate issues and natural habitats in the community. This will support Dingy Butterflies in developing future projects with the group and community exploring land use, energy and climate change issues and explore ways of supporting and working with people in our community.

Engaging our community

As part of 'Bees of Bensham' we have developed a resident group representing Bensham and Saltwell's diverse community. They will collate data on pollinators and connect with our colleagues and partner organisations on this project, and identify land and communities to work with on the project. They will receive training and support from Dingy Butterflies, Climate Action North, the Natural History Society of Northumbria and Northumbria University. The group, through the course of the project, will become part of a wider network of environmental people and organisations, who are researching and actively involved in helping bee populations across the North East and UK. The project will initiate collective action, through training, workshops and events in the community, giving more people knowledge and skills in how to care for the planet at a local level.

There is scope for the resident group to become a long-term group working with Dingy Butterflies beyond 'Bees of Bensham' to create new projects and ideas within their community.

About this role

The Project Coordinator role involves working closely with Ben Jones, Artistic Director of Dingy Butterflies, and lead artist Barbara Keating to support them in the overall vision of the project. The coordinator, working alongside the lead artist, will support the partner organisations and two local artists in developing community activities with community groups and residents. The role involves:

- Acting as the representative and first point of contact for Dingy Butterflies and the lead artist within the community and with the partner organisations and promoting the project to them to gain their support and interest.
- Supporting the lead artist and two local artists by liaising with community organisations and participants, ordering materials and on the day support for workshops and events.
- Supporting the lead artist in developing and working with the resident group to support them in obtaining training, skills and knowledge sharing, and their participation in project activities.
- Organising the celebratory events in late 2023/early 2024

- Supporting the documentation and evaluation of activities and the overall project and collating data.
- Supporting the development of the residents group, and collating new ideas arising from the project and to create a long-term plan beyond the current project.

You will be able to implement the artist's overall vision of the project, and work closely with the resident group in supporting training needs, sharing knowledge and skills, collating data and identifying community activity.

You will have regular meetings with Barbara Keating to develop the project, and monthly meetings with Ben Jones who will support you on the development of the project.

About you

We are looking for someone with exceptional communication and relationship building skills. You need to be confident working with a wide range of audiences and be proactive and a creative problem-solver. We will be using the following criteria in our selection:

Essential

- At least two year's experience of working directly with communities and an interest in the natural world and habitats in urban environments.
- Resident in the North East of England
- A passion for working with people in community settings
- A passion for the arts and the role it can play in helping to address social change
- Self-starter with the ability to demonstrate an ambitious approach to developing arts activity
- Strong planning and organisational skills with excellent attention to detail
- The ability to work flexibly as part of a team and independently, manage competing workloads and be highly proactive
- Ability to demonstrate experience of building and maintaining relationships with a wide range of people
- A DBS check or willing to apply for one if they don't already have one and hold their own Public Liability Insurance.
- Communication skills including written, public speaking and social media
- ICT skills including use of Facebook, Twitter and WhatsApp and ability to use shared information platforms such as Google Drive

Desirable

- A good knowledge of the North East region, in particular Gateshead
- Knowledge of participatory and community arts practice and policy
- Experience of delivering and/or producing creative projects with communities

- Demonstrable experience of working with artists to develop their projects and creative activities
- Experience of collating and evaluating projects through data collection, questionnaires and interviews
- Budget management and report writing/evaluation skills

Project timetable

The project may be busier at certain times and quieter at other times

depending on the activity programme and time of year. This timetable gives you an idea of how the 30 days may break down over the project period, though this may change as it develops. There is a possibility that the number of days working on the project may increase if further funding is successful. If so the contract and fee will be extended accordingly.

Previous work on the project: April - December 2022

Creation of a resident group who will be trained and engaged with the project; development of partnerships with Climate Action North (CAN), National History Society of Northumbria (NHSN) and Northumbria University; development of partnerships with local organisations and groups; collation of potential sites in the community for the project; organisation of a number of community events in Bensham & Saltwell.

February - April 2023: Meeting with Ben and Barbara to discuss the project; meet with artists, resident group and partner and community groups to organise walks and workshops and pollinator data collation using iNaturalists; working with the resident group to set up training and visits to other community groups and environmental organisations with CAN, NHSN and Northumbria University - 8 days

May - September 2023: Continuing training and visits with the resident group; support the artists in developing and facilitating workshops and sessions with community groups and organisations; organising and implementing pollinator data collation on the targeted sites and if needed development with the lead artist Barbara, and interested partners and organisations; organising a celebratory event to take place in August - 12 days

October - December 2023: collating monitoring data, supporting the organisation of final event for April 2024; supporting design of the project publication; working with lead artist and partner organisations to develop events; any other duties as required - 4 days

January - April 2024: collating monitoring data and project legacy with Ben, supporting the organisation of the final event for April 2024; collating pollinator data collation on the targeted sites, supporting design of the project publication; any other duties as required - 6 days

Budget

The fee for the Project Coordinator role is £6000. Based on £200 per day x 30 days. This may include some evening and/or weekend work. There is a possibility that the number of days and the fee working on the project may increase.

There are separate budgets for the celebratory events and the community activities including materials and creative output costs. This budget will be held by Dingy Butterflies.

Application timetable

Deadline for the submission of applications: Monday 9 January 2023 at 12 noon

Interviews: Friday 20 January 2023

Delivery: February 2023 – April 2024

How to apply

We welcome applications from individuals based in the North East and should include:

- A CV of up to 2 page of A4 (in writing) or up to 5 minutes in length (for audio or video)
- A supporting statement about why you are interested in this role; what you hope to achieve with the role; and how your experience to date demonstrates your suitability for the post based on the job criteria. This should be up to 2 pages of A4 (in writing) or up to 5 minutes in length (for audio or video)
- Details of two referees who can vouch for your work

Please email any enquiries to about this role to Ben Jones: info@dingybutterflies.org

As part of this role you will be required to provide:

- Proof of current DBS if you currently have one
- Copy of Public Liability Insurance Certificate

Equality statement

Dingy Butterflies CIC is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation

Please send to info@dingybutterflies.org by **12 noon on Monday 9 January 2023**.