



The Little Keep, Barrack Road, Dorchester, Dorset DT1 1SQ
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Projects & Community Engagement Lead

About Artsreach

Artsreach is Dorset's touring arts charity, presenting a programme of professional theatre, dance, music and more in rural communities of the county. In addition to the core performance programme, Artsreach has a strong history of offering participatory projects. Supported by Dorset Council, Artsreach is also part of Arts Council England's national portfolio, and celebrated its 35th Anniversary in 2025.

Since the launch of its first programme in March 1990, Artsreach has been committed to working with volunteer promoters across Dorset to overcome the barriers of rural and social isolation by providing communities with access to professional arts events, firmly believing that engagement enriches quality of life.

About this Role

We are seeking a highly motivated, creative and strategically minded individual with a strong track record of developing and delivering successful projects who can identify new opportunities, build and maintain strong relationships, uphold established ways of working, and bring fresh ideas and energy to our creative programme.

The **Projects and Community Engagement Lead** will lead on the development and delivery of new creative, community and participatory projects; and will play a pivotal role in strengthening the organisation's engagement with its volunteers and audiences in communities across Dorset.

Working within a small team can at times be highly pressurised, so we require someone who can adjust quickly and contribute positively to a supportive and collaborative working culture. This role requires a flexible and adaptive approach to support our volunteer promoters and venues in delivering high-quality cultural experiences to their communities, ensuring our events meet their needs and interests; and to support the Executive Director in delivering the core performance programme with our volunteer promoters.

Key Responsibilities

Project Development and Community Engagement

- Develop and deliver creative and participatory projects aligned with our mission and community needs.
- Lead on fundraising and funding applications for creative and participatory projects.
- Manage project budgets and maintain accurate administrative and financial records.
- Manage all schedules, budgets, briefs, contracts and risk assessments etc relating to project activity.
- Manage all project monitoring, evaluation and reporting, ensuring all funder requirements are met.
- Work closely with the Marketing Officer to plan and prepare evaluation and advocacy reports.
- Act as a key contact for and maintain positive relationships with funders, stakeholders, project partners and artists.

- Attend events to support delivery, gather feedback and strengthen relationships as required.
- Use community insight and feedback to inform programme design and future project development
- Line manage additional project staff as and when necessary.
- Ensure safe working practices in line with core policies, including safeguarding, equal opportunities, data protection and health and safety

Promoter Support and Audience Development

- Act as a key contact for volunteer promoters both pre and post core programme events for practical support and logistics.
- Provide volunteer promoters with guidance and support around audience and community engagement.
- Support the recruitment, retention and ongoing development of the Artsreach promoter network.
- Help maintain and develop promoter resources, deliver training and share good practice as required.
- Support the Executive Director to deliver the annual promoters menu party and other events as required.

General Duties

- Support the Executive Director to co-ordinate and deliver the core programme (3 seasons).
- Support the Executive Director with wider organisational funding applications.
- Communicate effectively with the Administrator and Marketing Officer to support work as required.
- Contribute to a collaborative, flexible and supportive team culture within a small organisation.
- Be a positive ambassador for Artsreach at events, meetings and public engagements as required.
- Attend professional development training and other opportunities as appropriate.
- Other reasonable duties as deemed necessary.

Person Specification

Essential	Desirable
Proven experience in creating and delivering successful cultural and community projects against strategic priorities.	An understanding of Artsreach’s work, values and the benefits of rural touring.
Proven experience preparing successful funding applications and undertaking project evaluation, monitoring and reporting for funders/stakeholders.	Knowledge of challenges faced by rural, underserved or isolated communities.
Proven financial and budget management experience	Working knowledge of current safeguarding policies, procedures and good practice
Proven experience of the charitable/voluntary sector and of working with volunteers or in community-based environments.	Willing to undertake safeguarding training (or hold an existing certificate).
Strong interpersonal and relationship-building skills, with the ability to confidently manage relationships with stakeholders, artists, volunteers, and participants.	Willing to undertake an enhanced DBS check
Excellent communication skills, including the ability to craft clear, persuasive written content	Willingness to complete First Aid training (or hold an existing certificate).
Strong organisational and administrative skills, with excellent attention to detail and accuracy.	Familiarity with Creative Health, or place-based cultural development
Strong IT skills, including basic data handling and analysis	
Ability to work independently, manage multiple priorities and meet deadlines.	
Flexibility during periods of high demand and willingness to work occasional evenings/weekends (TOIL provided).	
Current, full driving licence and access to a vehicle.	

TERMS AND CONDITIONS

Job Title:	Projects & Community Engagement & Lead
Term:	Part-time permanent contract subject to a 6 month probationary period
Hours:	P/T equivalent to 22.5 hours per week across 3 days minimum. Artsreach operates a 37.5hr working week. Exact working days/times negotiable, based on the majority of hours being undertaken during core office hours (9am-5:30pm). Staff may occasionally be required to work evening and weekend hours, for which employees are entitled to TOIL.

Start date:	As soon as possible
Salary:	£31,537 – £33,699 pro-rata (Scale 6, SCP 18-22), depending on experience
Pension:	Artsreach offers a workplace pension scheme via The National Employment Savings Trust (NEST) contributing 3%, whilst employees contribute 5%.
Leave:	28 days plus Bank holidays, full time equivalent
Place of work:	Principally the Little Keep, Barrack Road, Dorchester, DT1 1SQ; occasional site visits across Dorset. Hybrid /flexible working can be discussed.
Reports to:	Executive Director
Probation period:	6 months

APPLICATION PROCESS

Application deadline: midday on Friday 19 June 2026

Decisions by: Friday 26 June 2026

Interviews: TBC (likely Monday 13 – Tuesday 14 July 2026)

If you are shortlisted, interviews will take place at our office at The Little Keep in Dorchester.

The interview will be conversational in nature, with questions from the panel to guide this conversation. The interview will also be preceded by a short task, with details provided upon invitation.

HOW TO APPLY

- Download and complete the Artsreach Job Application Form, using the Guidance Notes
- Your application should set out the knowledge, skills and experience you offer set against the person specification and skills requirements in the Job Description
- Please also include up to 3 examples of previous community engagement work or relevant projects that you have successfully managed and delivered.

Applications should be submitted by email to info@artsreach.co.uk

Please also complete our [equal opportunities monitoring form](#). It is separated from your application and is anonymous.

ACCESS

Please let us know if you have any access requirements or if you require this information in another format.