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UCL  **200**

STEP

UCL Community Engagement and Public Art Assistant

Location of role: UCL East (Stratford), with some working in Bloomsbury (Kings Cross)

Placement hours: 36.5 per week

Working pattern: Monday-Friday

Placement length: 12 months

Salary: £28,860 inclusive of London weighting (equivalent to £14.80/hour)

About UCL East

UCL is a radically different university. Founded in 1826 in the heart of London, we were the first university in England to welcome students of any religion and the first to welcome women on equal terms with men. Today UCL has over 40,000 students and 13,000 staff and is one of the world's top 10 universities.

Our new UCL East campus opened in 2023 and brings together nine UCL Faculties and multiple departments to work together on brand new interdisciplinary research and degree programmes in cutting-edge new schools and centres. The campus is

on Queen Elizabeth Olympic Park in Stratford in east London, and this role will be based there.

UCL East wants to be embedded in the local, east London community, and has been working for 10 years to build relationships and collaborations here.

About the role

This role will work with UCL Cultural and Community Engagement. This is an opportunity to develop event and exhibitions planning and delivery, communication and design skills as well as learn more deeply about the role of public art and community engagement with an experienced and dynamic team in east London.

On the Bloomsbury and UCL East campuses you will work with a wide team to develop skills and understanding in the delivery of exhibitions, public events, and community engagement projects. This is a dynamic and exciting role in a busy team and the traineeship will enable you to develop a range of knowledge and skills in the delivery of cultural and public programmes, and community engagement work that will be readily transferable.

The main purpose of the job is to support the design and delivery of community engagement, public art and cultural programmes in east London. Working with us on a broad range of activities from artist-researcher collaborations, supporting exhibitions, east London school engagement activities and helping us to explore and create content to share the story of our work across the university and beyond.

Key responsibilities and outcomes:

Communications

- **Production of Newsletters:** gather content for regular newsletters to share latest community engagement and public art news, supported by the community engagement manager.
- **Production of Case Studies:** support the community engagement team, to gather monitoring and evaluation reports and turn this into engaging case studies which share the story of what UCL is doing in east London.
- **Support the creation and development of Social Media Content:** including website, Twitter, and YouTube (where appropriate).

Exhibitions

- **Exhibition Planning:** support the Exhibitions Producer, Director of Public Art and associated staff to plan exhibitions which showcase partnership work of UCL and local communities. Exhibition support will include:

- Manifold Exhibition
- UCL 200 Launch Event
- **Exhibition programming:** work with the Director of Public Art and associated exhibitions staff to schedule, design and hang various exhibitions. Be part of a project team, to prioritise, schedule workloads and plan deadlines. Projects will include:
 - Various Student Degree Shows

Community Engagement and Public Art Programming

- **Planning and delivery of programmes:** support the delivery of various programmes which connect UCL researchers with east London communities including funding schemes and networking events. Among other things this will include:
 - Arranging venue hire and catering.
 - Liaising with participants.
 - note-taking and supporting follow up activities.
- **Delivery of events and Public Programmes:** support the planning and creation of public programming activity around UCL East.
- **Assisting the team to create good links with various local community groups:** through marketing, attending events and meeting key local community professionals.

Personal Responsibilities

- Prioritise activities and workload.
- Communicate effectively with team.
- Punctuality.
- Effective use of Outlook, emails and calendar and other digital planning tools.

Support will be given to achieve these goals.

Essential

- A degree or relevant experience in community engagement, public art or creative / public programming. **This could be in a range of settings and needn't be an academic qualification.**
- Some working knowledge of Microsoft Office applications, including Word, Excel and Outlook or similar software applications.

- Excellent team working skills, and the ability to work effectively as part of a multi-disciplinary team.
- Ability to plan, prioritise and manage a demanding and varied workload.
- Good communication skills, both spoken and written and the ability to work with a diverse range of audiences.
- Good interpersonal skills, and ability to develop good working relationships with a range of colleagues and external partners (including public and voluntary sector agencies).
- Demonstrable enthusiasm and aptitude for a role in cultural engagement.

Desirable

- A good understanding of east London, and the communities that work and live there.
- Ability to work creatively and innovatively to support the delivery of engagement activities.
- Experience of volunteer roles within cultural or voluntary sector organisations.

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 5pm on Sunday 12 July. You can upload video or audio responses. [STEP application form](#)

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/what-we-do/programmes>



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