



Post: Regeneration and Community Partnerships Co-ordinator
Reference: 9129
Band: Senior Advisory
Department: Regeneration and Community Partnerships, Director's Office
Contract: Temporary
Hours: Part time, 3 days (21.6 hours) per week
Reporting to: Head of Regeneration and Community Partnerships
Location: Millbank, London

Background

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16th century to the present day, and of international modern and contemporary art.

The Regeneration and Community Partnerships team is the primary point of contact for a wide range of partners, businesses and community groups. The department have a central role, providing a gateway to the organisation for local communities, promoting access and enabling use and enjoyment of the gallery by a wide range of people, especially those new to art galleries or to modern art.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To manage, coordinate and develop a series of partnerships. Working to develop our community, business and political relationships in Westminster and the work at Tate Britain.

Main Activities/Responsibilities

- To develop Tate Britain's relationships with local residents, community groups, businesses and engage them in various dialogues about the public realm in Millbank.
- To encourage and create opportunities for partnership working locally.
- To work with departments within Tate to help build on and strengthen the locally focused work already taking place.
- To help support and develop the work of the Millbank Urban Strategy Steering Group.
- To initiate and run a series of locally focused events exploring the public realm, with a larger-scale event to take place in July 2010 (to tie in with the local festival, SouthWest Fest).
- To work with local groups to create a community newsletter in the lead up to July 2010.
- To initiate a participatory project linking an artist with a community group exploring the public realm in their area.
- To explore local employment and partnership opportunities.
- To attend community meetings, networking events and act as a representative for Tate in a variety of contexts.
- To set-up and run a Community Liaison Group for Tate Britain.

Person Specification

Essential

- Substantial experience in a similar public programme role, including some experience of managing regeneration, community and educational projects.
- Significant experience of developing and managing projects with key local authority members and officers, business and community programmes.
- Good knowledge of the theory and practice of community development in the Cultural sector.
- Proven commitment to the principles of diversity and an ability to influence the behaviour of others to create a positive, diverse culture.
- Excellent communication and presentation skills, both written and verbal, with the ability to liaise confidently and diplomatically externally and internally at all levels.
- Excellent administrative and IT skills, including Word, Excel, database and email applications.
- Ability and willingness to travel and to attend out of hours functions, as required.
- An interest in and commitment to the work of Tate.
- Ability to foster and maintain effective working relationships with a range of stakeholders.

Desirable

- A demonstrable interest in the work of the Cultural sector.

Pay and Benefits

Type of Contract

This appointment is offered on a temporary contract for up to 7 months to cover maternity leave and to coincide with external funding for this role.

Working Hours

Normal working hours for this post are 21.6 hours per week. You will be required to travel and attend out of hours functions on an occasional basis.

Salary

This post is graded in the Senior Advisory Band of Tate's Pay Bands which is as follows:

Minimum	+1	+2	+3	+4	+5	Target	Uncapped
£27,150	£27,750	£28,500	£29,500	£30,500	£31,625	£32,250	Uncapped

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £16,290 per annum (ie pro rata to £27,150 per annum).

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave

Annual leave is 15 working days per annum (ie pro rata to the full-time entitlement of 25 working days per annum).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements offer a choice of two types of pension:

- **nuvos**. This is a high quality, index-linked defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.
- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts in the Tate Restaurants and Cafes and on items purchased in the Tate Bookshops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Selection

Completed application forms should be returned to:

**Human Resources Department
Tate
Millbank
London SW1P 4RG**

Fax: 0871 5941785

In view of the increasing postal costs and our constant need to make the best possible use of our resources it is our policy to write only to those people who are invited for interview. I am sure that you will appreciate the need for this. If you would like confirmation of receipt of your application please enclose a stamped addressed postcard. If you do not receive an invitation to interview by Monday, 1 March 2010 regrettably, you should assume that you have not been successful on this occasion.

The closing date for the return of completed application forms is **Thursday, 18 February 2010, by 5.00 pm.**

Our jobs are like our galleries, open to all.