



Belfast Exposed Photography

23 Donegall Street, Belfast, BT1 2FF

Job Title:	Engagement Officer
Employer:	Belfast Exposed Photography
Place of work:	23 Donegall Street, Belfast, BT1 2FF
Reports to:	Chief Executive/Curator
Duration:	Permanent (subject to funding)
Salary:	£25,000 per annum
Hours of work:	Full-time, 37.5 hours per week, Monday to Saturday, subject to work needs TBC Flexible working, including evenings and occasional Sunday may be required.

An exciting opportunity has arisen to join Belfast Exposed and make a vital contribution to this dynamic and unique organisation. The successful candidate will be able to thrive in this demanding environment and help the team maintain the excellent reputation we have established at local, national and international level. The 'Engagement Officer' post is funded by BBC Children in Need.

Job Description

The Belfast Exposed Engagement Officer is primarily responsible for supporting the realisation of the organisation's Community/Young People's Programme, providing logistical, technical and administrative support to the Community Engagement Manager. With a responsibility to ensure the smooth running of Belfast Exposed engagement programmes and be responsible for developing and overseeing engagement activities of Belfast Exposed including:

- Working with Community Engagement Manager, to deliver on Belfast Exposed develop a programme of issue-based socially engaged and educational projects for young people and community groups.
- Deliver on Belfast Exposed strategic aims in delivering a dedicated Youth and Community engagement programme.
- The post-holder must be practical, resourceful and enthusiastic, and have excellent organisational skills and experience of working with young people and community groups.

Primary Tasks Involve

- Assisting Belfast Exposed engagement programmes.
- Undertake youth/community workshops where required.
- Undertaking administration in the lead up to and throughout assigned programmes.
- Ensuring the smooth day-to-day running assigned programme.
- Providing support for publicity and marketing activities.

- Development of Belfast Exposed Photographic Academy.
- Management and Development of Young Futures programme.
- Development of a family events programme.
- Support Belfast Exposed schools and community gallery tours.
- Provide ideas and backup information to fundraise for projects

MAIN DUTIES

Support programme realisation

- Assist the Community Engagement Manager/ Chief Executive on the planning and delivery of Belfast Exposed engagement programmes.
- Support the development of Belfast Exposed Photographic Academy
- Assist Belfast Exposed staff in the production of publications and social media with Engagement programmes.
- Assist in audience development planning and delivery for engagement programmes.
- Assist in income generation activities.
- Any other duties commensurate with the grade and level of responsibility of this post.

Organisational support

- Liaise with youth/community organisations and schools in the development and delivery of the Belfast Exposed Engagement programmes.
- In consultation with Community Engagement Manager/ Chief Executive support the monitoring and evaluation of Engagement programmes and monitor
- Provide production and installation support for youth/community exhibitions
- Ensure all Safeguarding, Health and Safety, Staff, Environmental, Risk policies are adhered to.

Administration

- Work within set budgets, source quotations for required services seeking best value for money.
- Organize transport for engagement programmes where necessary.
- Maintain records and provide general administrative support for Community Engagement Manager.
- Regular report writing and briefing of staff in weekly meetings, 1-2-1's with Chief Executive and provide information for board and funder reports.
- Respond to public enquiries (telephone, email, in-person) about the engagement programme and related events.
- Support research for strategic development.

Marketing

- Provide the text of engagement exhibitions/events for the Marketing Officer
- Be available to give press briefings on request
- Support access and audience development of Belfast Exposed

Personal Specifications

Essential

- A degree or equivalent in arts/humanities.
- A minimum of two years' facilitation experience working in Youth/Community programmes.
- Experience/working knowledge in the field of socially engaged practice.
- Experience in organizing - planning and prioritizing workloads effectively and the ability to meet deadlines under pressure.
- A meticulous approach to administration.
- Ability to manage projects, delegating where appropriate, and comfortable working as part of a team.
- Good verbal and written communication skills.
- Good IT skills, with strong administrative and reporting skills.
- Able to work unsociable hours when the job demands

Desirable

- Experience or demonstrable interest in the development community/youth photography socially engaged programmes
- Experience of fundraising

HOW TO APPLY

Download an application form from the Belfast Exposed website
www.belfastexposed.org or contact **Conor O'Brien** c.obrien@belfastexposed.org.

Complete and return by email to c.obrien@belfastexposed.org no later than 12.00pm on Wednesday 21st July 2021.

Shortlisting will take place Friday 23rd July 2021.

Candidates will be notified Saturday 24th July 2021.

Interviews will be held at Belfast Exposed on Wednesday 28th July 2020.

Start date immediate (depending on employer's notice requirements).

BELFAST EXPOSED

Founded in 1983 by a group of local photographers as a challenge to media representation of the city's experience of conflict, our work continues to reflect a socially engaged ethos, while responding to contemporary currents in photography and politics further afield.

Located in Belfast's Cathedral Quarter we publish and show work by artists and photographers from Northern Ireland and across the world. Our exhibitions,

publications and photography projects with artists and local communities are usually accompanied by related talks, community events and discussions.

Belfast Exposed vision is to enlighten our world through the power of photography. Celebrating photography's diversity and creativity, we work with artists, academics, individuals, communities and business partners opening new possibilities in the field of photography.

Belfast Exposed believes photography is for everyone, it is accessible, meaningful and can create narratives, allowing us to create discourse and reflect upon our history, inform our present and inspire a positive future.

Belfast Exposed's success is founded upon photography's potential to engage a wide range of interests and has been fuelled by the investment the whole team has made in establishing effective ways of engaging with all of its key stakeholders, whether building new audiences for socially engaged photography or extending participation in education, training and community photography programmes. Building on and maintaining these relationships in a way that allows Belfast Exposed to maintain its independence, grow, prosper and raise its profile is a central part of all roles in the organisation.

Belfast Exposed has earned a reputation for high standards of programme delivery productivity and maintaining an open and welcoming public space. We are hardworking, deadline-driven, and public-facing. With a team of seven staff, this can mean working on several different projects on the same day, sometimes outside of working hours, while always remaining friendly, cheerful and focused.