



Artswork Placemaking Creative Producer – Slough

Job Description and Skills Specification

Job Title:	Placemaking Creative Producer
Location:	Slough with small amount of supporting associated activity in Spelthorne and Crawley This role is home based and requires weekly face-to-face work within defined target communities. It will also require occasional travel for team meetings and events in the south east
Hours:	3 days per week (21 hours)
Flexible working:	Flexible working applications are welcome This role requires working during school holidays and some weekends
Reports to:	CEO
Salary:	Level 6. £33,475 per annum (£20,085 pro rata)
Pension:	Stakeholder pension scheme available
Duration:	Permanent

Overall purpose of the job

The role involves initiating and enabling creative and cultural projects that respond to needs identified by the community, using a youth-led approach. Strong communication will be essential as you form partnerships and build relationships with schools and local organisations across Slough, a recognised Arts Council England Priority Place. Experience working with young people and collaborating with key community decision makers will help you plan, co-design, and deliver projects that meet important targets.

You'll be proactive in seeking out additional funding, experimenting with fresh creative ideas, and ensuring our youth-led projects are both impactful and inclusive. Making connections with existing and developing opportunities, you'll help expand creative options that truly respond to local needs. The position involves collaborating with various teams, especially Artswork's other Placemaking Creative Producers in the New Forest / Rushmoor, Isle of Wight, Arun, and Dover, while also working independently. Through your efforts, you'll help deepen and extend Artswork's youth-led initiatives in Slough.



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Key Deliverables 2025-26

- Work alongside the current Placemaking Creative Producer in Slough, who will be handing over and tapering off their work over the rest of the year as they move towards a different opportunity
- 2 youth-led creative changemaking commissions engaging a total of 450 young people (Changemakers), who'll have their skills development accredited through digital badges and where appropriate Arts Award. Of these, one will engage underserved young people, and one will focus on young people taking the lead to improve communities and lives. At least one of these should have an environmental sustainability focus
- Local fundraising target of £10 000 to add to the existing budget for the above commissions
- Collect feedback and data and share stories of impact and achievements of young Changemakers

Key Deliverables 2026-27

- 5 creative consultation listening events with young people (likely to include weekends involving artists / freelancers)
- 3 youth-led creative changemaking commissions engaging a total of 500 young people (Changemakers), of which 100 will be lead changemakers and have their skills development accredited through digital badges and where appropriate Arts Award. Of these commissions, one will work to improve wellbeing outcomes for young people, one will target and include underserved young people, and one improve communities and lives. At least one of these should have an environmental sustainability focus
- Local fundraising target of £15,000 to add to existing to add to the existing budget for the above commissions
- Collect feedback and data and share stories of impact and achievements of young Changemakers

Main responsibilities will include:

Project Development

- Develop relationships and partnerships across identified Priority Places with key stakeholders including local authorities, schools, health authority and youth services
- Develop and deliver creative consultation events, taking a creative approach to engage and capture the views of young people
- Develop mechanisms for sharing the learning from consultations to influence project development and policy in the local area
- Develop and deliver a range of youth-led creative changemaking commissions within Slough's communities including working within and outside of school settings



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- Deliver digital badges and champion their use across local projects
- Oversee the work of freelance facilitators and artists to ensure the aims and standards of the projects are met, and aid and enable delivery
- Work with Artswork's Learning and Creative Careers teams to coordinate training for young people to become more powerful youth-voice champions, and to develop their creative careers options.

Communications

- Be responsible for local marketing including the production of event flyers, press releases, invitations etc.
- Liaise with Artswork's Sales, Marketing and Communications team to ensure good communications and Artswork's public profile are maintained, and brand guidelines and message are adhered to

Fundraising and Finance

- Leverage additional local funding to support the work from sources such as Local Authority Infrastructure Levy funding (formerly Section 106), health authority commission funds and grant funding
- Agree allocations and monitor the local budget, working with Artswork's Finance & Operations team
- Source and manage relevant contractors, adhering to tendering processes

Impact and Evaluation

- Implement an agreed evaluation framework across all the work, ensuring that reporting is completed on time
- Work with the Data, Impact and Evaluation Managers to improve measures which demonstrate social impact

Administration and Legal Compliance

- Work closely with colleagues and partners to ensure compliance with all relevant legislative requirements, including data protection, environmental, equalities, health and safety, prevent duty, safeguarding, in line with Artswork's policies and procedures
- Be a committed champion for Artswork's Values and our Anti-Discrimination Charter
- Maintain and develop personal skills and knowledge through appropriate training
- Perform own administrative duties
- Maintain positive professional relationships with our participants, partners and stakeholders



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Person Specification

Knowledge	Essential	Desirable
Knowledge of Slough and local contacts, including communities	*	
Knowledge of the social and political contexts affecting young people	*	
Knowledge of and interest in the arts	*	
Knowledge of various digital platforms and tools		*
Knowledge of impact measurement and evaluation techniques		*
Training and Qualifications		
Access, diversity, equalities & inclusion practice within the last 2 years	*	
Experience		
Experience of developing and delivering complex projects from start to finish, preferably within an arts context	*	
Experience of working with young people and youth-led approaches	*	
Experience of working with and influencing stakeholders	*	
Experience of working as part of multiple teams and autonomously	*	
Experience of fundraising	*	
Experience of working to and monitoring an agreed budget		*
Experience of using evaluation / impact measurement tools		*
Marketing experience within an arts, youth or education organisation		*
Experience of using social media for marketing purposes		*
Skills		
Ability to plan and deliver projects that actively address diversity and inclusivity	*	
Excellent organisational and administrative skills, the ability to prioritise workload and keen attention to detail	*	
Excellent written and verbal communication skills, responding effectively in person and in writing, and when presenting ideas and proposals	*	
Ability to manage multiple priorities, work well under pressure and meet deadlines	*	
Strong interpersonal skills including the ability to liaise, negotiate and develop stakeholder relationships to achieve joint aims and objectives	*	
High degree of commitment and flexible approach to working	*	
Ability to work well on own initiative and as part of a team	*	
Personal arts-based community / education practice		*
Personal attributes		
Confident, positive and personable when communicating with stakeholders	*	
Proactive, practical and flexible in approach	*	
Creative thinker and problem solver	*	
Takes responsibility for own actions and the outcomes that result	*	
Confidentiality and diplomacy	*	
Sense of professionalism and a pride in the work produced	*	
Willing to share knowledge	*	
Understands own strengths and weaknesses and committed to personal learning and development		*



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Accessibility and Flexible Working

Artswork values the diversity of its employees and is committed to creating an inclusive working environment. We help everyone to work in a way that is best for them and have an Adjustments Policy to enable us to support employees by implementing measures that remove barriers and make working easier.

This role is open to flexible working. Artswork's flexible working policy includes compressed hours, flexitime, staggered hours and reduced hours or a combination of these arrangements. We support remote working for all roles.

We welcome requests for adjustments and flexible working at any stage of the recruitment process. These are not considered as part of our scoring or decision making when assessing candidates for the role.

Equal Opportunities

Artswork is committed to the belief that all people are of equal value and that diverse views, skills and attributes should be recognised, nurtured and celebrated within our work. We recognise that discrimination and marginalisation create barriers that limit opportunities and negatively impact disabled people, those with low-incomes and people who experience racism, homophobic and transgender discrimination. We are committed to a social justice approach that recognises the power, creativity and leadership of those that have been under-served and we work to understand and dismantle systemic inequities in our policies, procedures and practices.

About Artswork - www.artswork.org.uk

Artswork is a charity that empowers young people through creativity, so they can build a better future – for themselves and others.

We run programmes and projects that pave the way for work in the creative, cultural and heritage sectors. We give young people the means to make an impact in their community, amplifying their voices and helping them find creative solutions. We provide placements that could unlock creative careers young people might never have imagined – and much more.

Why? Because if you dream of changing your life, or other people's lives, for the better, we don't think your background or circumstances should stand in your way. Given the space and opportunities, your creativity could shape the future.



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