



Background – Union Chapel - inspiring space, inspiring lives

Union Chapel is a unique multi award-winning performing arts venue, with a global reputation for international cultural events engaging diverse audiences. For over 30 years events have been our lifeblood and income, engaging 123,000+ visitors through 175+ events annually.

“There’s something about coming to Union Chapel. There’s just something that’s kind of left in the walls. You feel it. There’s so much life in every corner. All of that seeps in, and it helps you to give your story” (Celeste)

Union Chapel is more than a venue. A Grade I listed Gothic architectural jewel, it is also home to charities tackling homelessness, championing social justice, empowering local communities with creative groups, training and employability programmes for local communities. It is also the home to a working, progressive and inclusive church.

Profits from events substantially support our vital charitable work with local communities and we are a model of good practice for community engagement. As an example, the Hospitality provided at our events directly supports us to deliver a community and cultural programme which has transformed the lives of thousands of people.

“I depend on Margins for more than hot food, they make me feel very happy, like a valid human being, a real person and not a non-entity, I feel like an individual.”

Job Title: Participation Assistant, Sunday School Stories Project

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| Responsible to | Participation Manager |
| Purpose of role | To provide support coordinating volunteers and participants across the Sunday School Stories Project and provide administrative support to the Participation Manager |
| Salary: | £27,008 annual full-time salary, £10,803 pro rata, |
| Contract: | Fixed term contract – 9 months |
| Hours: | 15 hours per week – flexibility needed to cover events Some evening and weekend work may be required |
| Start date: | As soon as possible |

ROLE DESCRIPTION

Our Sunday School Stories project is a celebration of Union Chapel's heritage: from its foundations to the present day. Our 200+ year archive is a source of inspiration to co-curate our programme in collaboration with fantastic artists, external partners and creatives with the aim to engage new audiences, underrepresented in heritage, with our unique legacy of music, social justice and gothic architecture formed by a congregational Nonconformist tradition.

The Participation Assistant is a key point of contact for the Project, supporting our Participation Manager in coordinating volunteers and participants across our heritage-led participatory cross-arts programme.

As a charity, our volunteers and participants are extremely valuable to us and we aim to make their experiences fun, interesting and valuable. The Participation Assistant will promote a "collaborative culture" ensuring our volunteers and participants are looked after and feel welcome, as well as being an important part of an active, vibrant and inclusive community which reflects the rich diversity of Islington and Union Chapel's legacy.

MAIN RESPONSIBILITIES

To provide administrative support to our Participation Manager on:

- Recruiting, scheduling, monitoring and planning volunteering and participation opportunities across the Sunday School Stories Project programme.
- Providing support on Project Evaluation: surveys and data collection, data input to CRM, and generating qualitative data.
- Photo and video assistance: obtaining consent from participants and partners, keeping updated footage in project folders, which can be in conjunction with Participation Manager, Marketing Manager, volunteers and/or freelancers.
- Printing and filing materials across the programme.
- Events assistant: including ticketing & guestlists, room setting & signage, greeting participants, arranging refreshments and lunches.
- Monitoring, collating and communicating essential event customer information including food allergies, access requirements, image consent and booking cancellations.
- Working closely with the Participation Manager to identify key community engagement strategies to engage our target communities.
- Liaising with a wide range of audiences from our target communities: Refugees & Asylum Seekers, people with homelessness lived experiences, LGBTQ+, vulnerable families, youth, elderly, UC gig audiences.
- Liaising with: Union Chapel internal teams and Sunday School Stories Project external partners.
- General Marketing & Comms support for participatory call-out campaigns, poster & flyer distribution, creating social media content.

PERSON SPECIFICATION

Essential

- You must have the right to work in the UK
- Awareness of Health and Safety practice within a community event setting
- Excellent standard of both written and spoken English with the ability to communicate effectively with a wide variety of people in a confident, professional and friendly manner
- Ability to multitask
- Good attention to detail
- Excellent time management skills
- Excellent IT and administrative skills
- Flexible and creative approach to problem solving
- Passionate about heritage: arts, music, culture, social justice and community
- Highly empathetic and a team player individual
- Reliable & Flexible
- Thrives empowering people in a creative environment

Desirable

- Experience in the voluntary sector, ideally in a similar role.
- Experience in community arts projects.
- Knowledge of Islington's rich heritage and grass roots organisations.
- Understanding of the role music and the arts has in changing lives.
- Lived experience of any of our target community groups.

BENEFITS

- A wide range of experiences and an opportunity to both learn and make your mark,
- Mentoring, support and feedback.
- An opportunity to make a difference.
- Access to Union Chapel Guest list to attend shows and events (subject to availability).
- Access to our Employee Assistance program.

Hours and Availability:

- Typically, two days weekly, to be agreed with line manager.
- You must have Flexibility to support events: occasional weekends and evenings may be required, and variation of weekly days.
- This is an office-based role, working remotely is unlikely to fit business needs.

Equality and Diversity

We are working to become an organisation that is representative of our local community and want to recruit people from a range of backgrounds who reflect the diversity of our community. We particularly encourage applicants who are currently underrepresented in our board, workforce and wider sector. This includes but is not limited to candidates who identify as being from Black, Asian and other ethnic backgrounds from the global majority, and candidates who identify as being disabled. We also particularly welcome applicants with their own lived experiences of the challenges we aim to address.

HOW TO APPLY

Please apply with your CV and a cover letter of no more than two pages, outlining how your skills and experiences meet the requirements of the role, why you want to work for Union Chapel Project, your two preferred workdays from Monday to Thursday and your availability to join us.

Complete the [Union Chapel Equal Opportunities Monitoring Form](#) as mentioned below

All documents should be emailed to recruitment@unionchapel.org.uk using the Job Title Participation Assistant as the title of your email.

Closing date:
Interviews

Monday 6 October, 10am
Week commencing Monday 13 October

If you are not available for the week commencing 13 October, please advise in your covering letter, and indicate your availability.

The deadline for applications is Monday 6 October at 10 am

Late applications will not be considered, nor will applications made via agencies.

For short listed candidates, there will be an initial short online interview, followed by a written exercise and in person interview,



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Shortlisted
Organisation
Awarded by
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