



JOB DESCRIPTION

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| JOB TITLE: | Events and Community Engagement Lead |
| ACCOUNTABLE TO: | Senior Management Team and Trustees. |
| BASE: | All Baked Bean Charity bases plus full flexibility required for events. Flexible hybrid working considered for up to 1 day per week - dependent on business need |
| SALARY: | £35,568 per annum actual (£39,520 per annum FTE, pro rata) |
| HOURS: | 36 per week (9.30am – 4.30pm Monday – Friday and 9am – 5pm on Tuesdays with some flexibility to this considered) |

ORGANISATION

The Baked Bean Charity provide a wide variety of services to adults and young people with learning disabilities. This includes a range of performing arts and skills based, educational day services as well as club nights and informative theatre for training professionals.

The Baked Bean Charity is a dynamic and growing organisation with our wellbeing opportunities including: drama and dance workshops, a Choir, DJ training, a range of social activities, life skills and health and fitness workshops. We provide high quality developmental workshops in all three art forms of drama, dance and singing to people with a wide range of disabilities, encouraging inclusion and integration. We also provide active sporting and health pursuits such as Zumba, Boxing, Healthy Living and Wellbeing sessions.

The Baked Bean Charity promotes independence and supports all students to achieve and maintain as much independence as possible. This is a

fundamental aspect to the work and ethos of The Baked Bean Charity. We believe in the ability and potential of each student.

RESPONSIBILITIES

The Events and Community Engagement Lead at The Baked Bean Charity will play a central role in shaping and delivering engagement initiatives that align with the organisation's mission and strategic objectives. This position is instrumental in building and sustaining strong relationships with stakeholders, including community groups, partners, supporters, funders, and the wider public. Acting as a key ambassador, the post holder will promote the charity's values and challenge societal perceptions of the learning disability community through inclusive and impactful engagement.

The role will focus on creating meaningful opportunities for participation, ensuring that the voices, experiences, and achievements of Baked Bean students are represented and amplified. By facilitating accessible platforms for engagement and, where appropriate, pathways into employment and skills development, the post holder will contribute to raising awareness, strengthening community connections, and supporting the charity's mission to empower individuals and promote inclusion.

As a senior representative of the charity, the post holder will take an active, visible role in the delivery of events and outreach activity, confidently representing the organisation in a range of public and professional settings. The role requires a personable and proactive individual who is comfortable networking, building relationships, and acting as a positive ambassador at all times.

The post holder will oversee the overarching programme of events delivery across the charity, providing strategic direction, coordination, and quality assurance. This includes full oversight of all Theatre in Education (TIE) activity, ensuring high-quality delivery of performances and workshops, and the effective management and support of both staff and students involved. Overseeing and working closely with our Events and Project Coordinator, they will ensure that all events are effectively planned, resourced, and delivered to a high standard, while also remaining actively involved in key events wherever required.

A significant aspect of the role will involve leading and managing all fundraising activities for the charity. This includes proactively identifying, researching, and securing new funding opportunities, such as grants, partnerships, sponsorships, and community fundraising initiatives. The post holder will be responsible for developing compelling funding applications, building relationships with funders and donors, and ensuring that funded projects are effectively implemented, monitored, and delivered in line with agreed outcomes.

The role will also require a strategic and forward-thinking approach to identifying new opportunities for community engagement and collaboration, enabling the charity to expand its reach, influence, and impact. This includes developing innovative programmes, establishing partnerships, and exploring new audiences and delivery models. The post holder will play a key role in the ongoing development of the community engagement function, contributing to the growth and evolution of the department to ensure it remains responsive, sustainable, and impactful, while continuously evaluating engagement approaches to ensure they remain relevant and effective.

In all aspects of the role, the post holder will champion the charity's commitment to equality, diversity, and inclusion, working to create a welcoming and supportive environment for all service users, staff, and stakeholders.

MAIN AND DETAILED DUTIES OF THE ROLE

Event Planning and Management:

- Develop and oversee the execution of events commissioned by external partners and organisations. This will include simulations, booked performances, lectures etc. as well as a particular support to Beans In Education productions, performances and community engagement opportunities.
- Manage event logistics such as venue booking, scoping, venue liaison, equipment, and scheduling. Ensure adequate preparation, staff training, transport arrangements, and other practical aspects are clearly planned for all projects.
- Create detailed event plans, timelines, and budgets to ensure successful delivery.
- Managing staff and teams through projects, creating timelines and deadlines to ensure tasks are completed efficiently.
- Train and mentor staff to ensure high standards of student support, safeguarding, and effective community representation. Safeguard students participating as lived experience partners and in wider community settings.
- Collaborate with internal teams to support organisational priorities and ensure joined-up working across departments
- Read, interpret, and communicate key information from large-scale project briefs and funding contracts to the project team.
- Liaising with student networks to establish accessible and inclusive ways of working.
- Developing new programmes and deliverables, which may involve leading an in-house team or working independently.

Community Outreach and Relationship Building:

- Actively pursue and foster relationships with universities, hospitals, community groups, businesses, schools, and other key organisations that may wish to engage with Baked Bean Charity's work. Increase visibility and opportunity of interaction for the Baked Bean community with external stakeholders and platforms.
- Act as the main point of contact for community partners and collaborators.
- Represent the charity at public events to raise awareness and build networks.
- Support students to attend relevant events, ensuring accessibility, safety and excellent care throughout. Advocate for students when required.
- Represent the organisation at community meetings and forums to build relations, promote our services and gain insight into available opportunities.
- Maintain existing relations with current key partners and event commissioning teams.
- Seek opportunities for Baked Bean Charity to train and advise/deliver training sessions in order to educate, challenge preconceptions and break down barriers.

Marketing and Communications:

- Collaborate with marketing teams to publicise events and increase participation.
- Share the impact of the charity's work with the public via available channels.
- Ensuring that marketing leads meet deadlines required for funding applications and that these are submitted on time.

Fundraising and Grant Support:

- Identify potential sponsorships, partnerships, and grants to support charity projects.
- Lead on preparation of high quality grant applications and proposals. Take a creative approach to identifying areas of opportunity for development and project delivery by Baked Bean groups.
- Track and report on the outcomes of fundraising efforts.
- Lead on the development and delivery of all Baked Bean Charity fundraising initiatives. This will include practical and logistical elements of organisation, and events delivery directly by the post holder.
- Manage community engagement finances, including pricing strategies, quotes, student reward schemes, and partner finance communications.

- Contract management and grant returns forms, including budget outlines and adherence.

Administrative and Reporting Duties:

- Maintain rigorous documentation and records of all events delivered, community engagement and employment opportunities and projects offered to students, event attendance, budgets, and outcomes - including funding, progress and impact.
- Provide regular reports on community engagement metrics and event performance.
- Ensure compliance with all legal and safety requirements for events alongside the Health and Safety Manager – risk assessments etc.

Programme Development and Collaboration:

- Work closely with internal teams to align events with the charity's mission and goals.
- Directly develop and create resources or training materials, workshops, seminars and consultancy programmes, often in collaboration with external partners, to support community education efforts and which amplify the voices of our community.
- Keep up to date with learning disability, welfare, and communication terminology to provide appropriate training for staff and students as well as external partners.
- Stay informed about research and health inequalities affecting people with learning disabilities to support simulation and experiential programmes.
- Confidently present and deliver on events for the charity, being prepared to work out of hours or flexibly as required to support events as needed.
- Lead the development, planning, and oversight of the charity's annual events programme, working in collaboration with the Events and Project Coordinator and Service Lead to ensure organisational capacity is effectively managed and aligned to deliver high-quality community engagement events, internal productions, exhibitions, fundraising campaigns, and projects
- Overseeing and organisation of the Baked Bean Charity Respite Holiday programme. This will involve all aspects of arranging and booking holidays, risk assessing locations and activities, ensuring the provision meets the needs of service users in collaboration with the Events Coordinator and Service Lead

Feedback and Improvement:

- Gather and record feedback from attendees, partners, and stakeholders to improve future events.
- Analyse event successes and challenges to refine strategies and processes.
- Chairing project and production meetings to ensure all tasks are completed, with clear deadlines and achievable timelines.
- Ensuring all areas of the department meet relevant targets in alignment with KPIs.

Volunteer/ Placement Coordination:

- In collaboration with the HR dept and Baked Bean Charity Service Lead, as well as individual Workshop Facilitators, recruit, induct, train, supervise, and manage volunteers, and work experience placements for key events, programs, placements and service delivery.
- Assign roles and responsibilities to ensure smooth operations, safety and appropriate training.
- Recognise and celebrate volunteer contributions to maintain engagement.

You will also be required:

- To preserve and respect the dignity and privacy of our students and their families and observe confidentiality at all times.
- To attend and participate in team meetings, supervisions, appraisals and training as requested.
- To follow best practice guidance regarding Safeguarding and report any concerns immediately
- To work flexibly and creatively to meet the needs of the users across the organisation. This may on occasion include working evenings and weekends.
- To support our anti-discrimination policies and procedures and promote equality of opportunity at all times.
- To undertake additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation as determined by your manager.
- Successfully complete the induction within 12 weeks of engagement.
- To take additional responsibility for designated individuals.
- To report any significant issues, notifiable events or concerns through line management channels
- You may also be asked to support Baked Bean students on respite holidays where appropriate.

Please note that this should not be considered an exhaustive list of all duties which may be encompassed by this role, however is intended to outline the main duties to be expected. These may change as the post and service develops. Should requested duties fall beyond the scope of this job description on a regular basis please bring to management in supervision.

PERSON SPECIFICATION

| SKILLS/ EXPERIENCE | ESSENTIAL | DESIRABLE |
|---|------------------|------------------|
| Minimum of 2 years experience at Baked Bean Charity or other comparable organisation | x | |
| Minimum of 2 year experience in a relevant events management, community outreach, or fundraising role | x | |
| Demonstrable experience of planning and delivering events from concept through to completion | x | |
| Impeccable organisational skills | x | |
| Good at building a rapport and trusted relationships – excellent interpersonal skills and ability to engage effectively with diverse audiences | x | |
| A creative mindset in order to act on all potential opportunities and shape events as needed for those requesting | x | |
| Experience of leading or supporting fundraising activity, including securing grants or external funding. Knowledge of, and ability to deliver high quality grant writing and funding applications | x | |
| Excellent administration skills – ability to use Excel/ maintain spreadsheets and databases | x | |
| Experience of managing projects, working with multiple priorities, scheduling work and working to defined deadlines | x | |
| Experience of developing and maintaining highly personalised relationships with significant partners/ organisations – networking skills | x | |
| Confident in public speaking and presenting | x | |
| Excellent delegation capabilities | x | |
| Experience of supporting, managing, or coordinating staff, volunteers, or participants | x | |
| Excellent verbal and written communication Skills | x | |
| Confident to identify areas for improvement and development and communicate these with the Senior Team | x | |
| Ability to manage and generate budgets and adhere to these for delivery | x | |
| Experience delivering or overseeing Theatre in Education (TiE) or similar outreach-based | | x |

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| programmes. Understanding of Theatre in Education or arts-based engagement practice | | |
| Experience of working in voluntary/ charitable sector | x | |
| Knowledge of funding landscapes, trusts, and foundations or well honed research capabilities | x | |
| Demonstrate a good understanding of issues surrounding our various communities. A strong interest in current affairs, politics and the social justice agenda | x | |

| VALUES/ ATTITUDE | ESSENTIAL | DESIRABLE |
|---|------------------|------------------|
| Understanding of and commitment to The Baked Bean Charity's ethos, mission, and vision for the delivery of services | x | |
| Demonstrate a commitment to delivering a high-quality service, always striving for improvement | x | |
| Be person centred and committed to making a real difference in this field of work | x | |
| Excellent communication and collaboration skills to ensure effective work with operational teams – personable and confident | x | |
| Strong leadership qualities with the ability to motivate and support others | x | |
| Knowledge of and commitment to diversity and inclusion with an ability work in culturally sensitive ways | x | |
| Willingness to undertake supervision and continual professional development and training. | x | |
| Ability to remain calm and decision make/ work under pressure | x | |
| Ability to work independently and proactively | x | |
| Demonstrable resilience and determination, solution focused | x | |
| Flexible and adaptable with a willingness to take a hands on approach to events delivery | x | |
| Commitment to safeguarding and promoting the welfare of children and vulnerable adults | x | |
| Innovative, creative, energetic and enthusiastic | x | |
| Actively align with the senior leadership team's vision and objectives, championing these across the wider team to foster engagement, a positive culture, and strong collaborative relationships. Confident to discuss where objectives may need to be reviewed | x | |

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| Open to learning, coaching and utilises self reflection to inform progress | x | |
| Commitment to ensuring the success of the organisation and maintaining the reputation of the Baked Bean Charity – passionate about our mission | x | |
| Able to maintain personal and professional boundaries | x | |
| Highly driven, self-motivated and target focused | x | |