

Pembroke House



Event and Activities

Producer

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from global majority backgrounds. We strongly encourage applications from people who live locally, and put a high value on what lived experience of the local area could bring to this role, and the organisation as a whole.

We will offer guaranteed interviews to any candidate who meets the essential person specification who also has either a strong connection to Walworth, is from an ethnic minority background or has not accessed higher education.

Brief Description

The Events and Activities Producer will be primarily responsible for overseeing the delivery of social activities, events and services in across two buildings.

Responsible to: Director of Programmes

Location: Pembroke House, 80 Tatum Street, SE171QR, Walworth Living Room, All Saints Hall, Surrey Square, SE172JU, and surrounding areas. As we are a neighbourhood based organisation we believe it is essential to our work that staff are present in one of our sites in Walworth as much as possible.

However we are **Happy to Talk Flexible Working!** The types of flexibility that are available for this role are:

- hybrid working
- flexitime

Hours of Work: 4 days per week (28 hours). One of those days must be Wednesday for our team meetings. From autumn 2024 we intend to open the Walworth Living Room on Saturdays to better engage with residents who work during the week. We are therefore building a staff team that can be available to work on Saturdays.

There is some flexibility as to how many Saturdays would be required of this role. Occasional evenings may be required, for which you would receive TOIL.

Budget oversight: May be responsible for a delegated budget

Salary: £33,400 FTE per year (pro rata)

Contract length: 1 year with the possibility of renewal

Role Overview

Pembroke House

80 Tatum Street, London SE17 1QR | 020 7703 3803
info@pembrokehouse.org.uk | @Pembroke1885

The Events and Activities Producer will be primarily responsible for overseeing the delivery of social activities, events and services across our two buildings.

Pembroke House is a centre for **community, creativity** and **collective action** in Walworth. We work across two buildings in Walworth: Pembroke House and All Saints Hall. One of our core activities is the Walworth Living Room (WLR), a space where people can hang out, enjoy various activities, build relationships with each other, eat, learn, share and create. Located in the All Saints Hall building on Surrey Square Road, it is a place where people can work together to develop models of collective support and of collective control over community resources. Staff and visitors work collaboratively to make decisions about how the space is run.

The Walworth Living Room offers a cafe, activities, resources and workshops that support people to:

- Spend time with their friends, family and neighbours
- Meet new people and build new relationships with people of different backgrounds and experience
- Understand the value of social connections for individuals and society and the root causes of social isolation
- Share and practise the skills needed to sustain healthy community in a diverse neighbourhood
- Imagine a more just and beautiful neighbourhood
- Build collective power that enables us to take action or create projects for the benefit of the neighbourhood

The Events and Activities Producer will be responsible for planning new activities, commissioning people to deliver them, coordinating logistics and developing a plan to monitor and evaluate them. Those activities will take place predominantly in the WLR, but may take place outside the hours it is open to the public or in our other building, Pembroke House. The role will also support other individuals and organisations to deliver activities. And it will hold overall responsibility for the schedule of all activities. Key to this role is ensuring that all activities are aligned with the organisation's mission and values and reflect the interests of the people who use the space.

The role will be part of a team of seven staff, supervised by the Director of Programmes and the Director of Partnerships, that coordinates community-building work within the WLR as well as the broader neighbourhood.

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Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362



Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London.

We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.

For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

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Events and Activities Producer



Job description

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	EVENT AND ACTIVITY PRODUCTION <ul style="list-style-type: none">• Overseeing the development and delivery of activities, services and events for Pembroke House that reflect two of our core organisational activities, which are support people to:<ul style="list-style-type: none">◦ Connect: Meet our neighbours, and build healthy relationships with people from different backgrounds and experiences.◦ Grow: Share skills, experiences and ideas• Coordinate all necessary logistics for the delivery of this work with the assistance of the Pembroke House Admin Officer• Work with resident-led WLR governance committee to ensure all activities, services and events in the WLR are consistent with the priorities and interests of visitors to the space• Develop and ensure the delivery of a plan to document and monitor participation and assess the activities' impact• Ensure all activities, services and events are aligned with our purpose and values• Ensure necessary data is collected for funding applications and reports• Contribute to the writing of funding applications and reports as needed
2	EVENT AND ACTIVITY COORDINATION <ul style="list-style-type: none">• Coordinate with other organisations to deliver activities, services and events in at Pembroke House and manage contracting with external organisations to deliver projects in our space• Oversee the schedule of activities and events for Pembroke House, including activities produced by other members of staff• Support the delivery of the WLR by welcoming, orienting people to and interacting with people in the space• Develop and ensure the delivery of a plan to market activities in the local area, including overseeing the production of a monthly activities leaflet and ensuring that the website is up to date with all activities

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3	<p>OCCASIONAL DUTIES</p> <ul style="list-style-type: none"> ● Attend special events organised by Pembroke House which may be during the evenings or at weekends. ● Represent Pembroke House at external events ● Attend monthly team meetings held during the evening. ● Complete other tasks commensurate with the level of the role
4	<p>OTHER</p> <ul style="list-style-type: none"> ● Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities. ● Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days. ● Take part in the life of Pembroke House by mucking in when a team effort is required to get something done. ● A commitment to the Equal Opportunities Policy of Pembroke House ● You may be asked to act as a First Aider and Fire Marshal
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by	Tara Mack
Date	1 August 2024

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Job Title

Person Specification



Who we're looking for:

You are an experienced events and activities planner who will have lots of creative ideas about the types of activities that could take place in the WLR. You will be a well-organised person who has experience with all stages of event and activity delivery, from planning, to logistics, to delivery, to evaluation and monitoring and can ensure they are delivered well from start to finish. You need the ability to manage multiple activities simultaneously, keeping projects with different deadlines on track.

You will have experience working in low-income/working class communities and communities of colour. You'll be someone who does not approach this work from a "saviour" viewpoint, but someone who respects the experience and expertise in the community, and who is keen to work alongside community members and the staff team to plan work that reflects the interests of the people who use the WLR. You will care as much about the process of planning and as you do about the events themselves.

	Tested at
Experience - Essential	
1-2 years event/activity planning and coordination experience, including coordination of all event logistics	Application
Experience organising activities in collaboration with other organisations	Application
Experience co-producing projects with community members	Application
An understanding of how systemic injustice impacts communities such as Walworth and a desire to work in an organisation that is engaging with issues of justice both internally and externally	Interview
Experience with both quantitative and qualitative evaluation of projects	Application
Experience - Desired	
Fluency in Spanish or Arabic	Interview

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Knowledge of the local area/community	Application/Interview
Familiarity with Airtable and Google Suite	Interview
Experience with trauma-led approaches	Interview
Grant writing experience	Application
Personal Attributes - Essential	
Understanding of the purpose and values of the organisation that enables you to plan activities that are aligned with it.	Application/Interview
Detailed-oriented, able to organise a complex schedule of events and activities	Application/Interview
Ability to engage with people from a wide variety of backgrounds	Application
Ability to manage competing demands and priorities on time and organise your own workload	Application/Interview
A commitment to a test and learn approach—trying things out, seeing what happens and then adjusting the approach	Interview
Ability to work independently and as part of a team	Application/Interview
A flexible, proactive approach. Ability to flourish in an environment of change and uncertainty	Interview

Special Conditions

- Willing and able to work from the charity's premises - some time working at home may be possible too based on a flexible working request.

For further information about Pembroke House, please visit our [website](#).

If you have any questions please email tara.mack@pembrokehouse.org.uk (note: we will only be able to respond to your enquiry after 27th August)

Benefits

Salary: £33,400 FTE per year (pro rata)

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Cost of living will be reviewed annually and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions.

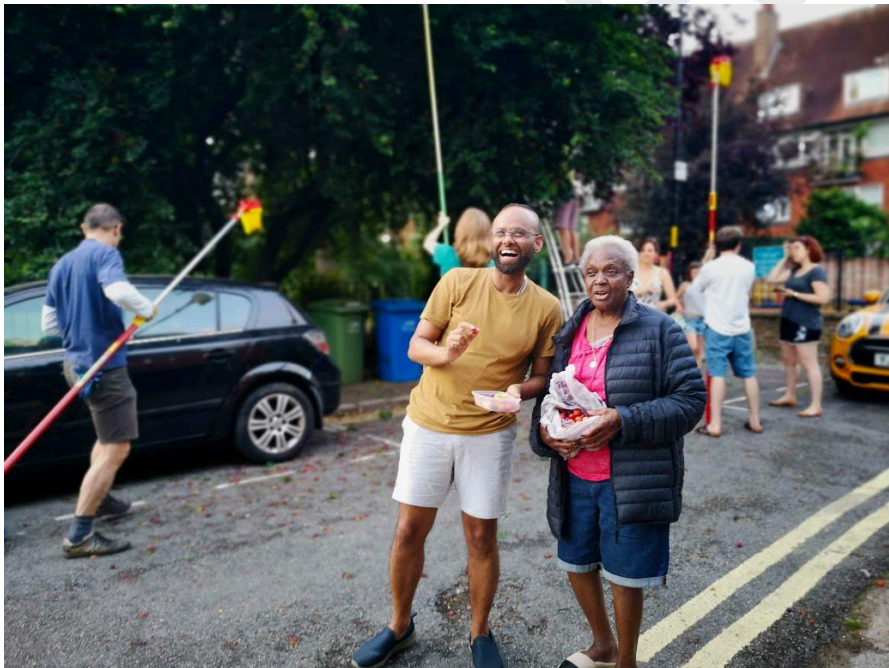
Working culture

Many of the team are part-time employees and we all come from diverse backgrounds and experiences – ranging from local and central government and youth & community work, to academia, music, performance and politics. Each staff member has a personal development budget to ensure they feel confident in their roles and have space to grow.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches. We also do team trips to shows and exhibitions and offer a staff discount on food and drink at the Walworth Living Room.

We invest in a lively office culture, and support our staff to work flexibly when this can be accommodated. No-one at Pembroke House is confined to a desk or computer – everyone chips in with projects, events and activities.

We subscribe to a generous cycle to work scheme as well as an electric car leasing scheme.



Leave

We want to support our staff as best we can, and recognise that time away may be needed for different reasons.

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Annual Holiday Leave: 28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

Sick leave: Once staff have passed probation they are entitled to our enhanced sick leave policy

Dependency Leave: We know that balancing work with caring responsibilities is hard, which is why we have a policy that allows for some time off to support this.

Compassionate Leave: When serious and life changing events happen, our compassionate leave policy allows for time off to process and recover.

Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria.