



**Moving Parts Arts CIO**

**Charity number: 1194137**

**[www.movingpartsarts.com](http://www.movingpartsarts.com)**

## **JOB PACK:**

### **Engagement & Participation Lead (Part Time)**

Thank you for downloading the job pack to apply to be part of the Moving Parts Arts team.

We are recruiting for an Engagement and Participant Lead who will be responsible for the project coordination and ongoing development/delivery of our community activity across Newcastle and the surrounding area. We use puppetry as our primary art form and method to connect people and create lasting change in the city and beyond.

In this new key role, the Engagement and Participant Lead will oversee the planning, development, management and delivery of Teeny Tiny Toon (more info below). We are seeking funding to potentially develop this role further to include coordination and delivery of other Moving Parts Arts projects and regular workshop delivery.

Working closely with the Artistic Director, the Engagement and Participation Lead will collaborate to design an engaging programme of activities that not only meets the needs of the communities we reach but has their voice and vision at its centre.

## **About Moving Parts Arts**

Moving Parts Arts CIO (registered charity 1194137) brings North East of England people together through arts, celebration and creativity. We are an award winning arts and community development organisation founded in 2017. Our week-long annual Newcastle Puppetry Festival, dynamic outreach projects and participatory community events engaged 28,000 people in 2024.

A belief that everyone can be creative is at the core of what we do and that puppetry is a unique way of bringing people together and breaking down barriers. Our work is at its best when it is collaborative, accessible and celebratory.

Check out our website for more info:

<https://www.movingpartsarts.com>

## **Contents**

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## **1. Important dates and information about the job**

**Title:** Engagement & Participation Lead

**Job advertised:** 1st April 2025

**Salary:** £34,299 pro rata (£17,150 actual part time for 2.5 days or 20 hours a week). Statutory sick and holiday pay, as well as an opt-out pension plan.

**Deadline for application:** 12pm midday on Monday 5th May 2025

**Interview date:** Week commencing 12th May 2025

**Start Date:** As soon as possible (from June 2025)

**Hours:** Part time, 2.5 days / 20 hours per week

*We are currently applying for funding which could make this role 3 days / 24 hours per week or more – please note in your application if this would be of interest in the future.*

**Contract:** Beginning June 2025; contract until May 2026 (the extension of the role beyond this is funding dependent but we anticipate it to be a permanent role). There will be an 8 week probation period.

**Location:** Moving Parts Arts will be based at Northern Stage, with most of our current community work being carried out within the West End of Newcastle and the City Centre. There will also be opportunities for remote working where appropriate.

Northern Stage address: Barras Bridge, Newcastle upon Tyne NE1 7RH

**Working with:** The wider Moving Parts Arts team, including the Artistic Director, the Producer and the Assistant Producer, as well as freelance artists and facilitators.

**Working day:** The role is 20 hours per week, which can be worked across 2.5 days or split across several days. The role will include occasional evening and weekend work.

**Flexible working:** We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on the delivery of regular planned activity. Due to the nature of the role you will be expected to work some evenings and weekends. Our small team works best collaboratively, so working in-person in the office is preferred where possible. Moving Parts Arts operates a Time Off In Lieu policy for out-of-hours work.

## **2. Description & Overview of Role**

### **Overview of the role**

The Engagement and Participation Lead will be responsible for project managing the ongoing development and delivery of community projects in the West End of Newcastle and further afield within the North East of England. In the first instance this will be primarily focused on the project *Teeny Tiny Toon*.

### **Overview of *Teeny Tiny Toon***

The first project the Engagement and Participation Lead will focus on is a new strand of *Teeny Tiny Toon* - a project that was first established in 2021-2022 that seeks to create a 'city of puppetry' by creatively sharing the unique stories of Newcastle residents.

We began this journey with residents living in Benwell and Scotswood ward in 2021-22. We are now expanding this pilot to the wider West End of Newcastle, and in this new era of the project will be working with over 500 participants. Through workshops, intergenerational participants will co-create puppets, share stories, make postcards and be part of a film that champions real stories and experiences of living in the area. At the

end of the project a community exhibition will be created and featured at Newcastle Puppetry Festival 2026.

For more info on Teeny Tiny Toon's pilot project, click the link below:

[Teeny Tiny Toon - More Info](#)

## **Role Description**

We have identified 4 key attributes that we are looking for in the Engagement & Participation Lead role, which are listed below.

### **1. Programme development and delivery**

- Foster positive working relationships and act as the main point of contact for artists, workshop leaders and facilitators to run sessions for *Teeny Tiny Toon* and report to the Artistic Director regularly.
- Respond to the needs of the communities we work with, tailoring sessions to those attending.
- Lead on the planning of workshops as part of *Teeny Tiny Toon*.
- Be confident in facilitating and delivering intergenerational workshops in education institutions, community centres and cultural hubs, sometimes alongside guest artists/facilitators.
- Be able to create and nurture positive professional relationships with participants you engage throughout the project.
- Ensure all activities are delivered on time, within agreed budgets and to a high standard.

## 2. Administration

- Oversee logistics and administration relating to *Teeny Tiny Toon*, as well as the potential for other projects. This includes scheduling, data management and general coordination of workshops and contacts.
- Ensure that all projects are coordinated and delivered in line with policies and procedures of Moving Parts Arts.
- Work with Guest Artists/Facilitators to review and/or develop policies and procedures where necessary.
- Ensure the project meets funding criteria and objectives set out by the Artistic Director - including thinking/implementing creative ways of gathering data needed to report back to funders, and reporting to funders where appropriate.

## 3. Relationship Building

- Build rapport with communities we work with that fosters a creative, supportive atmosphere where people feel comfortable.
- Act as a positive ambassador for Moving Parts Arts, promoting activities and events and fostering positive relationships with young people and their responsible adults.
- Build proactive positive working relationships with multiple organisations and stakeholders, including schools, agencies, local organisations and community groups.

#### 4. Safeguarding

- Undertake training where appropriate on safeguarding and youth work (this will include training opportunities if required).
- Adhere to robust safeguarding policies and procedures to ensure the welfare and safety of all communities we work with.
- Support and advise the Designated Safeguarding Officer (DSO) with any safeguarding concerns.
- Identify training needs of guest artists where appropriate.

### **3. Information and guidance on how to apply / selection process**

The deadline for application is Monday 5th May 2025 at midday (12 noon).

All applications must be sent to [movingpartsengage@gmail.com](mailto:movingpartsengage@gmail.com) with the subject heading *Engagement and Participation Lead - Application*.

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below
- A video or audio file containing the information outlined below.  
Please note we cannot accept time-sensitive file sharing platforms such as WeTransfer. Please send your file in a format which will not expire, and please make sure to include the password if the file is password protected. Videos can not exceed 6 minutes in length.

If you require any adjustments to the recruitment process, then please contact us directly so we can discuss how to support you in your application.

In your application (whether written, audio or video) please include the following:

1. A Statement / Cover Letter (no more than 2 x A4 pages in total / 6 minutes) including the following:

- Your name
- Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
- Any access requirements or adjustments you want us to know about
- Why do you want this role? Think about the role and the organisation you will be working with – what interests you about working on the *Teeny Tiny Toon* project? What about this role appeals to you? What do you hope to get out of this role?
- Tell us how you are a good match for the skills and experience we are looking for. Tell us about any relevant work, education, training, skills and experience you have.

2. A CV (no more than 2 A4 pages) including the following:

- Name
- Address
- Up to date contact information (phone and email)



- Relevant experience (education, trainings, jobs, volunteering, life skills – please feel free to add background to this experience eg. responsibilities).
- A referee

We look forward to hearing from you,

The Moving Parts Team