

Job Description: Steering Group Member Black Culture Conversation

The Steering Group will act as the project's governing body. Alongside Southwark Council's Culture team, they will be responsible for the deliverables of the Black Culture Conversation. The Steering Group's members, up to a maximum of eight, will include local and stakeholder representatives who will ensure regular feedback to the wider community. They will be excellent communicators, relationship-builders and leaders who can work effectively within teams. Attendance will be required at eight meetings over the course of the project.

Duties to include:

1. To shape and guide the direction of the Black Culture conversation, ensuring all relevant voices are heard.
2. To act in accordance with, and ensure the community-led Conversation is carried out in accordance with, the Southwark Stands Together pledges and principles.
3. To shape and deliver Southwark's Black Culture Conversation engagement offer to residents and cultural community members by contributing to the design and delivery of events and activity that support and inform the Black Culture conversation.
4. To support the recruitment of the Project Management Partner and Project Delivery Partners.
5. To oversee the commissioned activity undertaken by the Project Management Partner and Project Delivery Partners; to provide guidance and direction to them as required, and ensure that the relevant outputs and outcomes are successfully achieved within the agreed timeline and budget.
6. To assess and mitigate any challenges and/or risks that may arise in connection with the successful delivery of the conversation's outcomes and scrutinise the use of the council's allocated funds to ensure maximum impact and value.
7. To agree any changes to the conversation's milestones or outputs in consultation with Southwark Culture Team officers.
8. To ensure a written report presenting findings from the conversation is produced and shared with the London Borough of Southwark. The report will propose recommendations for supporting and celebrating Black culture and for embedding a clear role for Black Culture in the wider Borough cultural agenda.

9. To take the role of either Lead Moderator or Note-Taker on a rotational basis (self-selected at each meeting) to facilitate meetings and agenda setting.

10. To work collaboratively and in partnership with relevant public, statutory, private, voluntary and community bodies, and community representatives, in order to promote and enrich the Black Culture Conversation.

Contract: Attendance at up to 8 x 2-hour meetings (between October 2023 – May 2024) plus preparation (for example reading minutes and project updates, reviewing applications) and undertaking follow-up actions.

Fee / Daily rate: £250 daily rate pro rata; freelance contract; those undertaking this role are responsible for paying their own NI and tax.

Deadline: 09th October 2023

Interviews: w/c 16th October 2023

To apply, please send a letter of application (no more than 500 words) or a short video outlining your interest (no longer than 2 minutes) and relevant experience, together with a CV to culture@southwark.gov.uk

We actively encourage applications from people of all backgrounds, especially those currently less represented in the creative sector. We are particularly interested to receive applications for this role from people from Black, Asian and Minority Ethnic backgrounds.