University of Salford MANCHESTER

Job Description

Role Title:	Neighbourhood Producer
School / Dept:	Faulty of Social Sciences, Humanities and the Arts for People and the Economy
Reference:	MPF4265
Grade:	Grade 7
Full or Part time:	Full time
Hours:	36.25
Reports to:	Programme Director – Re-centre
Responsible for:	No direct reports

Overview

Re-centre is Salford's Creative People and Places (CPP) programme, funded by Arts Council England as part of its 2026–29 portfolio. The programme has been awarded £750,000, alongside more than £250,000 in confirmed match funding, to increase participation in arts and culture in areas where engagement has historically been lower than the national average. Re-centre supports local communities to shape, create and take part in cultural activity that is relevant to their lives.

Working at neighbourhood level across Salford, the programme will develop locally rooted activity, build pathways from participation to leadership, and contribute to long-term, community-led cultural change. The programme is delivered by a consortium led by the University of Salford, in partnership with Salford City Council, The Lowry, Salford Community Leisure and Salford CVS. The University acts as the programme's accountable body and employer, hosting Re-centre on behalf of the consortium.

Role Purpose

The Neighbourhood Producer will play a key role in developing and delivering Re-centre, working alongside communities, partners, artists and freelance capacity to develop community-led cultural

programming across Salford. Working closely with the Programme Director, they will build local relationships and knowledge, co-design ideas with communities and artists, and turn these into high-quality cultural activity. They will contribute to shared decision-making, evaluation and learning, helping Re-centre evolve through learning with communities.

Principal Duties & Responsibilities

- Build trusted relationships with residents, community groups and local organisations, and develop a strong understanding of neighbourhood priorities, assets and opportunities
- Work with the Programme Director and communities to identify and develop priorities for community-led cultural activity across Salford, responding to local interests and identities.
- Work with the Programme Director and communities to develop community-led decision-making structures and pathways to cultural leadership, enabling communities to meaningfully influence and shape Re-centre's programme.
- Develop and maintain neighbourhood partnerships and networks across community, cultural and civic sectors, identifying opportunities for collaboration and connecting people, organisations, spaces and resources.
- Support programme planning with the Programme Director, helping to coordinate and sequence activity across neighbourhoods.
- Develop creative ideas and briefs with communities, artists and partners, bringing cultural knowledge, artistic judgement and producing expertise to respond to local priorities and creative ambition.
- Coordinate delivery across venues, suppliers, contributors and partners, resolving practical challenges and maintaining effective delivery.
- Work with communities and local partners to grow cultural capacity and strengthen connections at neighbourhood level, contributing to the development of local cultural infrastructure over time.
- Support artists to develop their co-creation practice, working with artists and partners to identify opportunities for collaboration and professional growth.
- Work with the Programme Director and external evaluator to gather evidence, data, feedback and learning across the programme, informing Re-centre's future development and contributing to Arts Council England reporting, including Illuminate.
- Manage agreed project resources and delegated budgets, maintaining accurate records, monitoring expenditure and flagging risks as they arise.
- Coordinate contracts, permissions, safeguarding, access, risk and other practical requirements to support safe and appropriate neighbourhood activity.
- Identify and address barriers to participation, working with communities, artists and partners to ensure cultural activity is accessible and inclusive.
- Work with the Programme Director and freelance marketing and PR support, as relevant, to communicate activity clearly and accessibly to communities, artists, partners and audiences.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and

environmental sustainability of the University when undertaking all duties and aspects of the role.

- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

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Person Specification

The successful candidate should demonstrate the following, which are ‘Essential’ (E) or ‘Desirable’ (D)

Qualifications

1. At least five GCSEs with grades A to C in English, Maths and Science, or equivalent. (E)

2. An undergraduate/ postgraduate degree or equivalent qualification. (D)

Background and Experience

3. Strong producing experience within an art form or creative practice, including developing, commissioning and delivering cultural or creative projects. (E)

4. Proven experience of building and sustaining relationships with communities, artists and partners, including people facing barriers to participation. (E)

5. Experience of collaboratively developing cultural activity with communities, participants, artists or partners, responding to local priorities. (E)

6. Experience of managing multiple projects, timelines, contributors and practical delivery requirements, including monitoring project budgets. (E)

7. Experience of collecting evidence, feedback and learning from cultural or community activity, contributing to evaluation and programme development. (D)

8. Experience working within Creative People and Places or similar community-led or place-based programmes. (D)

9. Demonstrable experience of working with artists or practitioners beyond your primary art form specialism, alongside strong knowledge and practice within your own field. (E)

Knowledge

10. Understanding of community-led cultural development, cultural democracy and approaches to sharing power with communities. (E)

11. Knowledge of community-led decision-making structures and approaches to sharing power with communities. (D)

Skills and Competencies

12. Excellent communication, relationship-building and facilitation skills, with the ability to engage effectively with communities, artists, partners and other contributors. (E)

13. Ability to navigate different perspectives and interests, and to facilitate inclusive, constructive discussion and shared decision-making. (E)

14. Ability to plan and organise delivery, manage resources, timelines and competing priorities, and identify and resolve issues as they arise. (E)