

Literature Works *Community Writing*

Creative Lead brief

December 2021

Community Writing February – July 2022

We are developing a model with self-expression through words and stories at its heart, to support community building and help amplify unheard, marginalised voices. The programme will work with existing groups who are experiencing life challenges, ranging from addiction recovery to domestic abuse, or mental health difficulties arising from social isolation and precarious housing. Our initial focus is on three areas in our region: Exeter, Torbay and Plymouth. There, we will test and trial a model which we can bring to other priority places in coming years.

As a guide, these activities are loosely based on the concept of a creative writing short course, taking place during a 2-hour time slot over 5 consecutive weeks. We are looking for creative and co-designed adaptations of this model, suited to the profile, experience and priorities of the groups we are working with. By co-design, we mean a process of listening and sharing that brings people together to make decisions, set their agenda and address their needs.

Our definition of creative writing is broad and inclusive, including all types of creative expression through words, from short story and life stories, to poetry, spoken word, storytelling, performance and zines.

Torbay groups

We have identified and made first contact with a range of community groups in the Torbay area. We will explore these avenues further with our appointed practitioner, playing to their expertise and strengths. The groups range from a land-based recovery project, a back to work skills project, and therapy services for people with mental health and/or addiction challenges, to a project supporting vulnerable women.

Key Functions

The Creative Lead will be responsible for the co-design, implementation and delivery of two short courses / interventions within the Literature Works' Community Writing programme of community-based creative writing in Torbay. They will be an experienced creative practitioner with skills in both project management and the leading of creative writing workshops. They will deliver the creative work, supported by Literature Works and with the input of a guest artist at a celebratory closing event for each of the two courses.

The Creative Lead will work in a freelance capacity according to the Community Writing project plan. With supervision from Literature Works they will deliver two courses or interventions with two community groups within the fixed freelance contract fee of £3,500. They will support wider and deeper community engagement and understanding in the role. The role is accountable to the CEO of Literature Works.

The Creative Lead will take a lead role in producing, communicating with Torbay-wide partners and support agencies, and the residents of the local community. They will support the marketing and overall management of the public aspect of the Community Writing Programme.

Areas of Responsibility

For each of the two activities, you will work closely with community groups leads to:

- Support initial consultation and lead on preparatory outreach with the community group
- Agree location, focus, timing, duration, outputs and aims of the creative writing activity
- Devise and lead the creative writing workshops activity over a timescale that can be flexible, but which we envisage as weekly over a 5 to 6-week period
- With advice from Literature Works, support the group to identify and select a writer who they wish to work with as a guest artist
- Support the group to issue the invitation, facilitated where necessary by Literature Works
- Work with the group, their guest artist and Literature Works towards a performance that will showcase their creative output (either online, in person, or a blend of both)
- Support the building of relationships with local, national and international press and media to market the work
- Help produce content for Literature Works websites, blogs, social media sites, e-bulletins etc
- Risk assess and manage the risk for the course activity and showcase of Community Writing.
- Ensure that project timelines, concepts and marketing needs are met at regular intervals throughout the project.

General

- Flexible working required.
- Key visibility in the community.
- Travel associated with the programme may be required (reasonable expenses my)
- Working closely with the CEO, the Creative Lead will plan, attend and report on project milestones
- Uphold and adhere to Literature Works' Safeguarding, Health and Safety and other relevant policies.

Contract terms

1. **Contract period:** A six-month period from February to July 2022
2. **Remuneration:** A freelance contract and fee of £3,500 are offered, composed of £1,750 for each of two short courses or interventions. This includes preparation, outreach and delivery of 5 sessions or equivalent for each course or intervention.
3. **Reporting to:** Literature Works CEO
4. **Responsible for:** Delivery of two 'Community Writing' creative short courses with two community groups, including preparatory co-design and outreach.

How to apply

Please email a short statement of your relevant experience and skills, along with a CV including two referees to info@literatureworks.org.uk. **The closing date is midnight on Sunday 16th January 2022.** For an informal first conversation, email us and we will be back in touch.

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