

COMMUNITY ENGAGEMENT COORDINATOR

REPORTING TO: Curator

SALARY: £28,860k pro rata

HOURS: 0.6 FTE (3 days per week)

TERM: 12-month fixed term contract

ANNUAL LEAVE: 28 days pro rata plus statutory holidays

PENSION: 4% of salary contributed by employer if matched by employee

THE ROLE

Create London is looking for a highly motivated Community Engagement Coordinator. This role supports community engagement for Create London's varied programmes, with a focus on audience development initiatives in Newham and Barking & Dagenham. The role works closely with the small and dynamic Create London team to plan and deliver imaginative and thought-provoking activities, recruiting participants, connecting with community groups, sector stakeholders, artists, architects and freelancers. It also supports event logistics and administration, including scheduling, evaluation, data capturing and maintaining CRM databases.

Much of the candidate's time will be focused at our new venue, 31-35 Stock Street in Plaistow, Newham, piloting and coordinating programmes with a focus on designing and making. Working closely with colleagues and architects, who are delivering the 31-35 Stock Street capital project, you will coordinate community engagement and delivery of a series of events that explore circular design principles and material experimentation ahead of the building's opening in 2027. The postholder will also support other areas of project-based programming attached to our wide ranging and context-responsive programmes in Barking & Dagenham, such as creative workshops, social events and garden parties.

ABOUT CREATE LONDON

Create London commissions socially-engaged art, generous architecture and bold infrastructure that respond to civic needs and local contexts. We believe that transformative and radical ideas can derive from working long-term with local communities, providing inclusive moments for individuals to expand their imaginations, foster collective action and support thriving communities.

Over the last twelve years we have provided everyday opportunities for over 700,000 people in marginalised and under-served locations to access world-class cultural experiences. Prioritising London boroughs with high levels of deprivation and the lowest arts participation, Create London delivers an annual programme of commissions, free creative workshops and outreach. Recent Create London projects include the first public sculpture by Grayson Perry, the Turner Prize-winning Hackney Windrush sculpture by Veronica Ryan OBE (co-commissioned by Hackney Council) and artist playgrounds by Yinka Ilori and Eva Rothschild RA.

Create
Barbican Centre, Silk Street, London EC2Y 8DS
Tel: 020 7382 7284
Email: info@createlondon.org

Create London operates The White House in Barking & Dagenham, a place for art and social activity on the Becontree Estate and is currently transforming a heritage building in Newham into creative and cultural uses.

MAIN RESPONSIBILITIES

GENERAL

- Coordinate a programme of creative community engagements for Create London projects and sites in east London, in line with the vision and values of the organisation.
- Initiate and act as key contact for community partnerships (including local artists, workshop leads, community representatives), communicating and representing Create London.

PROGRAMMES & PROJECTS

- Coordinate and deliver a series of creative events as part of 31-35 Stock Street, working closely with the architects, the workshop leads.
- Research local community groups and demographics, with a particular focus on under-represented communities and those of protected characteristics to support audience development.
- Build relationships with grassroots and voluntary community groups.
- Act as the main liaison with workshop leaders and artist educators, ensuring they are fully briefed ahead of workshops and provide induction to the Create London operated venues.
- Issue contracts and access riders to freelancers, including arranging accommodation, travel and expenses for visiting artists and volunteers.
- Work with Create templates, documents, and systems as per the needs of engagement activities, including timelines, risk assessments, and contact databases.
- Assist with the planning and delivery of monitoring and evaluation processes.
- Support Create London safeguarding leads to maintain a safe environment for all programme participants and audiences.
- Draft event descriptions; set up Eventbrite templates and monitor ticketing.
- Maintain and organise project folders.
- Support the Curator on other programme delivery as necessary and the delivery of on-going community-focused programming at The White House, including but limited to the Front Room Programme, Garden Parties and residencies.
 - Contribute to the creative development and generate ideas of future programmes.

OPERATIONS

- Comply with relevant health and safety, environmental and fire regulations, legislation, industry standards, approved codes of practice and policies and procedures for Create-operated sites.
- Maintain effective working systems with the wider programme team, including for meetings, diary management, ideas generation, and discussion.

Create
Barbican Centre, Silk Street, London EC2Y 8DS
Tel: 020 7382 7284
Email: info@createlondon.org

- Coordinate venue bookings and physical resources, liaising with external partners, and communicating bookings and events to the wider Create London team.

FINANCIAL & DEVELOPMENT

- Process and code invoices, keeping project budget up to date by adding expenses to commitment logs.
- Assist with accurate and effective reporting to project funders and stakeholders.

OTHER TASKS AND RESPONSIBILITIES

- Be fully conversant with all Create London policies including Anti-racism, equality & diversity, Safeguarding and Health & Safety and ensure that policies are adhered to at all times.
- Contribute to making organisational activities and processes more environmentally sustainable, and take an active role to initiate change in this direction.
- Protect and enhance the reputation of Create London, presenting the organisation in an appropriate and professional manner to stakeholders.
- Be an advocate of Create London's work, act as an ambassador in the Create office and at events.
- Contribute to and present at programme and team meetings.
- Assist with compiling reports and contributing to board papers and internal reporting.
- Carry out all such additional duties as are reasonably required that are commensurate with the role.

SKILLS, KNOWLEDGE & EXPERIENCE

The role requires a personable and open approach to engaging with diverse audiences and stakeholders. It also requires a flexible and energetic approach to problem solving; attention to detail and excellent organisational skills; and an excitement about bringing art, design, architects and diverse audiences together.

ESSENTIAL

- Interest in community engagement with diverse communities, in particular hands-on making skills and material experimentation
- Experience or demonstrable interest in contemporary practice (this can encompass visual arts, architecture, making, design etc).
- Experience of administrative and operational tasks.
- Commitment to inclusive practice with a thorough understanding of barriers to participation.

DESIRABLE

- Experience working with young people and an understanding of co-creation frameworks.
- Knowledge of circular design strategies and material properties
- An understanding of fundraising to support projects.
- Knowledge of safeguarding legislation and procedures and a recent DBS check.

COMPETENCIES

- Excellent communication skills including writing content and verbally communicating with a variety of different people.
- Willingness and ability to contribute towards broad, multi-stakeholder projects; leading on projects and relationships as part of a larger whole.
- Highly collaborative, with a proven track record of team-based working, as well as ability to work under own initiative.
- A proactive, constructive and creative approach to problem solving, with willingness to learn and undertake a variety of tasks.
- A highly organised approach to work with demonstrable ability to prioritise workload, work on multiple projects simultaneously, meet changing deadlines, and respond to challenges in fast-paced environments.

LOCATION

The role works in a hybrid working pattern, between the Create London office at Colourworks in Dalston; Create-operated sites (The White House and 31-35 Stock Street); and remotely from home, in a schedule to be agreed upon with the line manager.

Office hours at Create are 9:30am to 5:30pm, Monday to Friday; this may vary, and the post-holder will be required to work some evenings and weekends as the programme requires.

SAFER RECRUITMENT

Create London is committed to providing a safe environment for all those working with us, visiting our projects and participating in our programmes. Safe recruitment of all those who work for us is an important part of fulfilling this commitment. All positions are offered subject to meeting the following conditions:

- Receipt of satisfactory references covering the last 1-2 years of your employment or education
- A satisfactory DBS check
- Proof that you are legally entitled to work in the UK

Please send a CV and cover letter to info@createlondon.org with the subject 'Community Engagement Coordinator'. Your letter should be no more than 2 sides of A4 and address how your skills, experience and competencies match the job description and person specification.

Please also complete our equality and diversity monitoring form by clicking [this link](#).

The information you provide is anonymous and used solely for monitoring and evaluation purposes. It does not form part of the shortlisting process.

APPLICATION DEADLINE: Sunday 9 August 2026, 12:00 PM BST

INTERVIEWS: w/c 17 August 2026 (in person or remote)

Interview questions will be shared one week in advance of the interview.

Create is committed to providing an open and accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form or access needs for interviews please contact info@createlondon.org

Create is committed to equality of opportunity and supporting diversity and inclusion across all aspects of its work. Our staff team bring a range of perspectives to our organisation and we welcome applications from individuals who are under-represented in the visual arts sector including those of Black, Asian or minoritised heritage, those who have faced socio-economic barriers, those who identify as LGBTQ+, those with disabilities, and neurodivergent people. All applications for this position will be treated equally and confidentially.

Create
Barbican Centre, Silk Street, London EC2Y 8DS
Tel: 020 7382 7284
Email: info@createlondon.org