

Post	Engagement Assistant - Holiday Fun
Reporting to	Children, Young People & Families Programme Manager
Dated	July 2026
Salary range	£ 9,295 gross per annum
Status	Part time, 1 day per week. Flexible hours, to include some weekends, bank holidays & evenings - Fixed term Contract: until November 2027

Purpose of the role

The Engagement Assistant – Holiday Fun contributes to Firstsite’s school holiday programme which was set up as a response to food poverty in the school holidays (‘Holiday Hunger’) in Colchester. The programme, which has been running since 2017, celebrates the positive impact of creativity on self-worth, problem-solving and mental wellbeing, welcoming families to Firstsite to enjoy a free meal, sport, artist-designed activities and the sense of safety and community generated by the gallery.

The post holder will work closely with the Children, Young People & Families Programme Manager and the Artistic Content Producer to plan outreach activities. They will take a lead on organising outreach activity with freelance artists to engage new and diverse communities in the programme. The role will focus on administration, budget maintenance, diary management, resources ordering and management, relationship building, correspondence and information sharing, both internally and to the wider public, and evaluation. During the school holidays the post holder will support delivery of the programme across all three elements - creative activities, the sports and movement sessions and in the canteen.

Our Culture

OUR VISION IS: ‘MAKING ART MATTER’

Our mission is to ensure art and creativity are valued for their integral role in shaping a happy and healthy society for everyone. We do this by championing creativity as a catalyst for positive change in society, celebrating everyone's imaginations as places to shape a better future and demonstrating the impact of art and galleries at the centre of everyday life.

We collaborate with people where, together, we can have the most impact and we share the results of our work with diverse audiences to influence change. We do this in three places: in our award winning gallery, reflecting our radical region and digitally with audiences around the world. In order to do this well we have four values that help us do what we do, to the best of our abilities:

Creative – we are an art gallery! Everything we do, we aim to do creatively and in ways that surprise and delight our audiences, communities and ourselves.

Inclusive – we continuously and actively seek to identify and remove barriers to everything we do and who we do it with to ensure it is available to those who we prioritise and who seek to share what we do.

Agile – we actively seek involvement, feedback and information from our audiences and communities – especially those we prioritise - to inform what we do, how we do it and how we can improve each time we do it.

Responsible – We need to lead by example and take responsibility for doing what we do with integrity, care and urgency. This includes taking responsibility for each other as a team, being responsible for our audiences and communities and taking responsibility for our local environment and the planet.

Knowledge, experience and skills

Knowledge & Experience

- An understanding and genuine demonstrable interest in supporting children and families to engage in a broad and varied programme
- An understanding of the differing needs of families, including the barriers that may exist to prevent participation
- Awareness of local communities
- An interest in the creative sector
- Awareness of relevant legislation (eg. Equality Act, Child Protection, Health and Safety, GDPR)
- Experience in the planning and delivery of community programmes, events and activities

Skills

- Effective communication skills with a confident, proactive approach and the ability to work independently with minimal supervision.
- Ability to make efficient and effective use of resources while working under pressure
- Flexibility and adaptability in the approach to engaging participants
- Ability to work collaboratively with internal teams and external partners
- Ability to maintain confidentiality and exercise judgment when communicating with different stakeholders
- Short and long-term planning of activity to meet deadlines and objectives
- Strong organisational and planning skills
- Excellent attention to detail
- Flexibility in approach to working hours
- Experience in achieving targets (both short and long-term) and working to deadlines and within budget
- Proven experience managing multiple tasks in a fast-paced setting
- Proactive and adaptable, with a problem-solving mindset
- Confident IT skills, including Microsoft Office; willingness to learn new systems and software

Full clean driving licence and access to vehicle for travelling to outreach events is essential.

Current enhanced DBS required (we can carry this out for you).

This role is ideal for someone who thrives in a dynamic environment and is committed to supporting high-quality cultural programming.

Tasks and Outputs

The following outlines the main responsibilities undertaken by this role, including but not limited to the tasks listed below:

Key Responsibilities

- Work with the Programme Manager, Artistic Content Producer and Evaluation and Data Coordinator to plan, deliver and evaluate the Holiday Fun programme with a particular focus on identifying areas where we can improve quality, increase diversity and remove barriers to participation
- Build relationships with communities, schools, charities, and statutory agencies to promote and increase access to the programme through presentations and activities in schools and community events
- Administer all aspects of the programme, including freelance provider agreements, budget maintenance, ticketing, diary management, resources ordering and management, correspondence and information sharing, both internally and to the wider public
- Support and facilitate outreach activities with freelance artists at schools and in community settings in line with safeguarding and health and safety guidelines
- Attend community network meetings to build relationships across the sector and share information to promote the programme
- Support and facilitate the delivery of the programme during the school holidays in Firstsite
- Always uphold and adhere to the Firstsite's Child and Vulnerable Adults Protection Policy
- Maintain effective communication with members of the wider Firstsite Team, project partners and participants

General

- A genuine interest in inclusion and equality
- Ability to be flexible in hours worked, according to the needs of the programme. This is to include evenings, weekends and some bank holidays
- To undergo regular travel within the Colchester/Essex area and occasionally further afield
- To be a supportive member of the Firstsite team, not just within Programmes, but across the organisation. Helping colleagues in all operations to provide an excellent offer and environment to supporters, stakeholders and audiences
- Work in accordance with all Firstsite procedures (eg First Aid, Fire, Safeguarding) and attend training/meetings as required
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite
- To undertake any other duties as required commensurate with the post

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

- 25 days annual leave plus bank holidays per annum pro rata
- Contributory pension scheme (conditions apply)
- Tailored training and development opportunities
- Employee assistance confidential helpline
- Staff discount on some purchases from the onsite café and shop