



## Context

The Poly (or Royal Cornwall Polytechnic Society) is a charity and venue in Falmouth that promotes engagement in the arts, sciences and Cornish history through film, live events, exhibitions, lectures and workshops. Our roots are in artistic and technological innovation and local industry. Based in an iconic Grade II\* listed building in the heart of the community, The Poly is also the proud guardian of locally, nationally and internationally significant collections of heritage archives.

In 2024 The Poly obtained funding to conduct a Community Consultation project to identify the barriers facing engagement with us by some sectors of our communities with the desired outcomes to:

- increase the range and number of local people involved in the activities and skills development opportunities that we offer, with a focus on marginalised groups
- establish a strand in our programme that is co-created by marginalised groups/individuals
- provide a framework for making our heritage relevant and inspiring for our all our communities

The report identified a number of recommendations and highlighted the importance of a “familiar face” to all groups participating in the consultation, someone who can be the ‘gate-opener’ to opportunities inside The Poly.

One of the major barriers to engagement is physical access to our building. We are currently in the process of making a significant funding bid for capital development that will improve access and facilities for people with physical challenges.



**Post Title:** Community Engagement Coordinator

**Fixed Contract:** 6 months (possible extension depending on funding)

**Salary:** £20 per hour Freelance

**Hours:** Part Time – 14 hours per week to be worked flexibly to achieve project outcomes.

**Reports To:** Director

**Job Purpose:** To begin planning and delivering a community engagement programme, starting with some low cost and realistic offers that build on conversations initiated by The Poly team and the Community Consultation project report.

The post holder will work closely with colleagues, volunteers and partners to plan and deliver targeted and open access activities, incorporating traditional and creative interpretation approaches to successfully engage and support involvement in The Poly's programme. A small budget has been set aside to support activity delivery.

**Activities will include:**

- Mapping current activities and building on these
- Developing a clear Community Engagement Delivery Plan
- Building on existing partnerships
- Planning and delivering targeted workshops and drop-in sessions both at The Poly and in the community
- Planning and delivering regular external workshops and information sessions
- Working with existing and new delivery partners
- Contributing to the implementation of plans to make the building fully accessible
- Gathering evidence for future business planning and reporting for funders

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The Royal Cornwall Polytechnic Society Limited trading as The Poly · Company registered in England and Wales with company number: 03909555 and registered charity number: 1081199 · Registered address: 24 Church Street, Falmouth TR11 3EG

**Target groups include:**

Identified groups from within the consultation report, specifically Falcare and Age UK. Potential new contacts could include:

- Schools, colleges and youth groups
- Pre-schools and home learning groups
- Community organisations
- Other organisations working with the elderly and disabled
- Falmouth and Exeter Universities
- Artists and performers

**Responsibilities****Project Planning:**

- Build on consultation with existing volunteers, colleagues and partners to confirm project outputs and support needs
- Identify and make contact with other groups in the community
- Produce a clear, achievable delivery plan to reflect the target outcomes

**Delivery:**

- Work with target groups to develop and deliver a series of activities
- Take responsibility for confirming bookings and delivery arrangements with volunteers and partners
- Coordinate and support volunteers, arranging training and specialist support and assisting with planning, preparation and delivery as necessary
- Maintain regular communications with project partners and ensure that delivery arrangements are implemented
- Assist Poly staff and volunteers in preparing for activities, events and performances to meet the needs of project participants and delivery partners, including moving furniture and technical equipment and hanging exhibitions
- Keep accurate records to evidence participation and achievement of project outcomes

**Communication and Promotion:**

- Collate information for promotional material
- Coordinate the production of marketing materials
- Assist with the circulation of event bulletins, flyers, posters etc.
- Ensure all internal and external communication is in line with Poly Brand Guidelines
- Support promotion of events with info boards in Dracaena Centre, Falmouth University, Pop-up promotion stand at Asda etc. (Poly info roadshow)
- Develop a series of Poly Pop-Up information sessions targeted to engage children, older people

**Administration:**

- Take responsibility for project administration, collating information, forwarding this to project contributors, ordering materials, forwarding partner invoices for payment and sending mailshots
- Coordinate project partner meetings and respond to enquiries
- Maintain accurate up to date budget and output monitoring systems
- Maintain accurate up to date records of volunteer hours and project participants
- Provide regular progress reports to the Director

**Relationships and Partnerships:**

- Act as an ambassador for The Poly
- Liaise with and maintain positive relationships with staff, volunteers and external contacts to ensure effective coordination, delivery and evaluation of the project

**General:**

- Work in line with The Poly mission, vision, priorities and values
- Work in line with the Poly policies including Code of Conduct and safeguarding at all times – (DBS clearance will be required)
- Work flexibly to meet the needs of the organisation including occasional evenings/weekends as required
- Provide excellent customer service and care at all times
- Work closely with colleagues as a team to deliver The Poly's activities



**Application by CV and covering letter to [edward@thepoly.org](mailto:edward@thepoly.org)**

**Applicant should:**

- Be self-employed and hold their own public liability insurance
- Have a proven record of delivering community engagement and outreach activities. (this may be listed on your CV, please provide reference contacts in your CV)
- Hold their own DBS or be willing to have one conducted (please state if this will be required)
- Have an active interest in The Poly and its areas of work
- Valid driver's license and use of a vehicle would be an advantage as visiting site locations will be required