



THE ART STATION Community Engagement Manager

Hours: 24 hours per week (3 days) **Salary:** £29,000 p.a. pro rata **Contract Length:** 1 year
Start Date: June 2026 **Line Manager:** Programme Manager (or Director in absence) **Location:**
Within easy travelling distance of Saxmundham, Suffolk **Application Deadline:** Monday 3rd
June 2026 **Interviews:** Tuesday 9th June 2026 **Start Date:** ASAP

Role Overview

The Community Engagement Manager is responsible for developing and leading the Art Station's volunteer and community programme. You will bring experience, confidence and vision to the role building a sustainable volunteer infrastructure, making meaningful partnerships and creating a programme of community activity that reflects the Art Station's values and ambitions.

You will take ownership of your areas of responsibility while working collaboratively as part of the Art Station team. You will be an ambassador for the Art Station within the local creative community and beyond.

Essential Skills and Experience

- Significant experience managing volunteers within a creative arts, cultural or community organisation.
- A proven track record of designing, delivering and evaluating community engagement activities within a programme.
- Experience of managing or mentoring others, including young people and work experience and work placement students.
- An excellent communicator, able to engage confidently across multiple platforms and with a wide range of stakeholders including participants and local community and local partner organisations
- Demonstrated success in writing and securing grants and funding applications, ideally within the arts or charity sector.
- Highly organised, with the ability to manage competing priorities and relationships simultaneously and remain calm when under pressure.
- A collaborative team member who brings energy and positivity to those around them.

Responsibilities

The Art Station
48 High Street, Saxmundham, IP17 1AB
info@theartstation.uk
07927770421
www.theartstation.uk

Volunteer Management

- Take ownership of the Art Station's volunteer programme and volunteer journey, setting the direction, standards and culture for volunteering across the organisation.
- Design and implement a volunteer strategy that ensures best practice at every stage of the volunteer journey from recruitment and induction through to recognition and retention.
- Develop and maintain partnerships with volunteer organisations, universities, community groups and placement providers.
- Lead volunteer recruitment campaigns, raising the Art Station's profile as a volunteer destination of choice in Suffolk.
- Co-ordinate volunteering undertaken across the Art Station team and programme throughout the year, ensuring a consistency and quality of experience.
- Support and mentor students on work experience, providing structured guidance and a genuinely developmental experience.
- Engage The Art Station studio occupants (creative industries) in volunteering appropriate to their own practice and business.

Community Programme

- Plan and oversee development and delivery of creative activities for all ages in the community as part of The Art Station Creative Health activities within the Art and Learning programme.
- Plan and oversee development and delivery of holiday and enrichment activities for children, and work experience opportunities for students.
- Develop and manage a wellbeing programme for the Art Station team and studio occupants including social events, yoga and wellbeing activities.
- Play a lead role in the delivery of two annual festivals Sax Arts Fest (June) and The Winter Celebration (December) managing volunteer co-ordination and logistics.
- Develop and manage peer learning initiatives for creatives including mentoring schemes, peer crits and professional development workshops.

Fundraising

Fundraising is a central responsibility of this role. You will be expected to lead on income generation for the volunteer and community programme.

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- Identify, research and cultivate relationships with trusts, foundations and statutory funders relevant to the Art Station's volunteer and community work.
- Write and submit grant applications up to the value of £20,000, and contribute to larger bids as part of the wider team.
- Build a strong evidence base for funding, including impact reporting, case studies and data collection.
- Manage all aspects of grant compliance reporting, monitoring and maintaining funder relationships post-award for the activities within your responsibility.
- Contribute to the Art Station's broader fundraising strategy, identifying new opportunities and supporting organisational income goals.

Communications

- Produce content for social media, the website, newsletters and funding reports.
- Champion the voices and stories of volunteers and community members, embedding a culture of storytelling and impact measurement across the programme.
- Support the Programme Co-ordinator with digital and print communications.
- Repost and share relevant opportunities and activities from partner organisations that benefit the local creative community.

General You will be an active and enthusiastic member of the Art Station team, pitching in to support workshops, exhibitions and other programme activity as needed.

Terms and Conditions

Hours: 24 hours per week, worked across 3 days. **Salary:** £29,000 per annum, pro rata for 3 days per week. **Contract:** 1 year fixed term. **Start Date:** June 2026. **Holiday:** 18 days during the contract period, excluding any bank holidays. **Sick Pay:** 5 days paid contractual sick pay during the contract period. **Probationary period.** 6 weeks.