

Neighbourhood Host Job Brief

Could you be a LEEDS 2023 Neighbourhood Host?

Are you passionate about your neighbourhood?

Do you want to make great things happen there?

Do you want to learn new skills and meet new people too?

LEEDS 2023 is recruiting 33 Neighbourhood Hosts and we want to hear from you!

What is a Neighbourhood Host?

A Neighbourhood Host is someone who will work with LEEDS 2023 to help us champion the Year of Culture across the city, who will support residents in their neighbourhood to get involved and who will work with us to make an amazing celebration event happen in their community in August 2023.

Each Host will be passionate about where they live and be a champion for positive change in their neighbourhood. You will care about the difference arts and culture can make to your community – and by culture we mean everything from cooking and art to sport and music – and be excited by the incredible day-to-day creativity alive within our neighbourhoods. Hosts will be open and enthusiastic about talking and listening to their community and helping to connect residents to the many opportunities that will be available through LEEDS 2023 in a way which is accessible and relatable.

You don't need to have worked in arts and culture before. You'll receive support, training and mentoring and be part of a unique network of people trying to make positive social change happen in their neighbourhoods.

We're looking for 33 people, 1 based in each ward of Leeds, to become Hosts and embark on this exciting journey with us.

What is LEEDS 2023?

LEEDS 2023 will be a landmark Year of Culture for Leeds and the wider region. Starting on 1st January 2023, it will be an extraordinary, year-long programme of creative experiences created with communities and local, national, and international artists.

A showcase of creativity across all forms of culture: from dance to design, art to architecture, poetry to pop, sculpture to sport, grassroots community theatre to performances on our world-class stages, there will be something for everyone, no matter where you live or what you like.

At LEEDS 2023 we believe culture is everywhere in this city and it can actually change people's lives. Through the Year of Culture, we want to inspire positive social change across the city. This means we want to unlock opportunities for everyone, in all 33 wards, to take part in creative activity and to learn new skills, helping people lead more confident lives and feel supported to achieve their ambitions.

What will I be doing as a Host?

As a Neighbourhood Host you will:

- Build relationships with individuals, organisations and communities in your ward
- Champion the Year of Culture in your ward and promote opportunities to get involved in a relatable way to people across your community
- Take part in the **Neighbourhood Host Training Programme**: learn about all aspects of creating a cultural event for your neighbourhood and pick up valuable new skills; go on trips to spark ideas and hear from inspirational people who have made brilliant things happen in their communities. Hosts will have opportunity to shape the programme to make it as valuable to you as possible.
- Work with us to imagine, shape and deliver an event in, with and for your ward in August 2023 as part of *The Weekender* - two days that will see celebration events happen in each and every ward in Leeds
- Be part of the network of Neighbourhood Hosts sharing your skills, experiences and providing support to each other

Guided by the LEEDS 2023 team and with support from a local community organisation too, the role will be a mixture of independent, self-led work in your ward and city centre-based training sessions and workshops in which the Hosts work together.

Who Can I Apply?

This is a paid, part-time, flexible role working 3-6 hours per week over 15 months.

The opportunity is open to everyone aged 18+, eligible to work in the UK and resident in the city of Leeds.

We're looking for people from all backgrounds who are passionate about their community. We don't expect you to have worked in or been part of the arts before or have any related experience, but be enthusiastic to learn new skills and to get stuck in. We're looking for people who are self-motivated; confident and comfortable talking to people across their ward's communities and committed to joining us on this amazing 15-month journey.

We'll be recruiting one Host from each ward of the city, so we're looking for people with a strong relationship with one of the 33 wards, whether that's through growing up, living in or working there. If you're unsure which ward you're in take a look at the map [here](#).

What will be the working hours?

The Neighbourhood Host contract will run from **4 October 2022 to end December 2023**.

Please find in the table below an outline rota.

Weekly core hours will be a combination of flexible time that can be worked when and how suits you and committed times that you will need to be available for.

Throughout the course of the 15 months and particularly in Phase 2 in the lead up to The Weekender, there may be weeks where you will need to do more hours and weeks where you will need to do less so Hosts will need to have some degree of flexibility. To support this, in addition to the core hours below there will be a small pot of additional optional hours available to each Host which can be worked in response to the needs of their ward and Weekender plans. During the Induction we will take time to map out the shape of the 15 months in detail so you know what to expect.

Dates	Core Hours	How hours will be worked
<p>Phase 1 October 2022 – January 2023</p> <p>Focus: Training Workshops and Year of Culture Champion work</p>	<p>6 hours per week / approx. 24 hours per month</p>	<ul style="list-style-type: none"> • Training Workshops take place each week on Tuesday evenings • Champion duties are worked flexibly across the week as suits you • Inspiration trips may take place on evenings and weekends, with as much notice given as possible • Key LEEDS 2023 event on 7 January 2023.
<p>Phase 2 February – August 2023</p> <p>Focus: Workshops to plan The Weekender and Champion work</p>	<p>6 hours per week / approx. 24 hours per month</p>	<ul style="list-style-type: none"> • Planning Workshops take place each week on Tuesday evenings • Champion duties and other Weekender planning tasks are worked flexibly across the week as suits you • Key LEEDS 2023 events and activities which we'd love you to be part of may take place on daytimes, evenings or weekends - we'll give you as much notice as possible

Phase 3 September – December 2023 Focus: Champion work, evaluation and next steps planning	3 hours per week / approx. 12 hours per month	<ul style="list-style-type: none">• Champion duties are worked flexibly across the week as suits you• Host Network Meetings take place every other week on Tuesday evenings• Key LEEDS 2023 events and activities which we'd love you to be part of may take place on daytimes, evenings or weekends - we'll give you as much notice as possible
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We understand travelling into the City Centre for training and workshop sessions will be difficult for some so wherever possible Hosts will be able to take part digitally as well as in-person.

We would also love Hosts to be available to be part of a special event on 23 September 2022.

What will I be paid?

The total fee will be £3356 based on the above core hours paid at the Real Living Wage (£9.90 p/hr).

This will be paid in monthly instalments. For guidance, this approximately breaks down to:

October 2022 – August 2023: £259 per month

September 2023 – December 2023: £126 per month

Any additional hours from the pot that are worked will be paid at £9.90 per hour on top of this.

This will be a **freelance contract**. This means you will be self-employed and responsible for paying your own Income Tax and National Insurance Contributions, if applicable, on this fee. Don't worry if you're not registered as self-employed and are unsure about this process - we will provide hands on support throughout to make it as simple as possible. We will also provide guidance on this at our Online Q&As (info below).

If you have access needs and expenses, we can support you with accessing Access to Work support.

If you are currently in receipt of government allowances and interested in applying for the role but unsure how it may impact benefits, please join a Q&A (info below) or email us at recruitment@leeds2023.co.uk.

As a part time contract, we imagine many Hosts will undertake the role alongside other work and life commitments and we will support you as much as possible to do so.

Interested?

We appreciate this is a unique role and you may have lots of questions in order to decide if it's for you. We have set out the steps below to make the application process as supportive as possible.

Step 1: Learn More

Book a place [here](#) on one of our **Neighbourhood Host Online Q&As** running on Zoom during July.

This is opportunity to learn more about the role and to ask any questions you may have in order to decide if its right for you before completing an application.

Alternatively, you can meet a member of the team working on this project and ask questions in-person at these [LEEDS 2023 Roadshow](#) dates:

- Wednesday 6 July: InterACT, Stainbeck URC Church, Stainbeck Rd, Stainbeck Ln, Chapel Allerton, Leeds LS7 2PP (6-8pm)
- Thursday 21 July: Kirkstall Forge, Great Exhibition Wy, Kirkstall, Forge, Leeds LS5 3BF (5-7pm)

We recommend attending a Q&A before completing an application, but it is not obligatory to do so, and we will not take attendance into account when shortlisting applications.

Step 2: Apply

If you feel the role is for you, you'll complete an application via our online form.

The online form will go live **here** at the **end of June**. We will publish 'role criteria' (how we will decide who is successful) along with it.

The application form will take you through a series of straightforward questions relating to the role.

There'll also be opportunity to apply instead by video or audio recording if that is more suitable for you.

The deadline for submission of applications will then be **Monday 8 August 2022 at midday**.

If you would like to be notified when the application form goes live, you are welcome to sign up to the mailing list [here](#).

Step 4: Interview

A panel including team members from LEEDS 2023 and our community partners will read each application and assess it based on the role criteria.

If shortlisted we will invite you by email to an informal, in-person interview **w/c 29 August 2022 (evening)**. Due to the high number of people we anticipate applying we may host a group workshop interview rather than a solo interview. We'll provide full details of what to expect in the invitation.

If unsuccessful at this stage, we will let you know by email and there will be an opportunity to receive feedback.

Step 5: Outcome

If successful following the interview, we will aim to notify you by **16 September**. The role will then begin on **Tuesday 4 October** with the Neighbourhood Host Induction. Ahead of this, on 23 September, we would love Hosts to be part of a special LEEDS 2023 event.

If unsuccessful we will let you know by this date too and provide opportunity for feedback.

We aim to make the process of applying to be a Host as accessible as possible. If you need any support along the way, please let us know by emailing recruitment@leeds2023.co.uk and we will endeavour to make the arrangements required.

We can't wait to hear from you!

LEEDS 2023