



Community and Events Organiser Job description

Job purpose :

By organising a variety of events, conversations and digital communications you will connect and engage with a wide range of communities, individuals and Cable members. In particular you will collaborate with communities in Bristol who are currently underrepresented in our membership and networks.

Basic information

Title: Community and Events Organiser

Salary: £8.75 per hour (Please note: all Cable coordinators are paid at the same rate)

Contract Type: Permanent

Hours: 30 hrs per week (Including occasional weekends and evenings)

Location: The Bristol Cable, 14 Hillgrove Street, Bristol, BS2 8JT

Background to the role

The Cable is building a community-centred approach to local media, which means we engage continuously with both our members and the wider public across Bristol.

You will be working with people across the Cable team, in particular you will be working as part of the Membership team. As part of a highly collaborative team you will be working to make the Cable a member-funded media co-operative that puts the public at the heart of public interest journalism.

Role responsibilities

1) Community and member events

Events are a key way for us to engage with people. Through member-focused and community events we can build meaningful relationships and involvement in the Cable.

- Develop and coordinate the delivery and evaluation of the Cable's in-person engagement strategy.
 - This will be in line with wider membership team objectives as developed with the membership team.

- Wherever possible, involve members in meaningful ways with the aim to develop co-leaders and organisers.
- Lead the planning and delivery of all aspects of monthly members' meetings.
 - These meetings are aimed at engaging members in our activities, providing opportunities for democratic engagement, network building and promoting pathways to get involved in Cable activities.
 - Examples of past membership meetings: [Southmead meeting](#); [NHS meeting](#)
- Lead the development and coordination of new projects which invite Cable and other community members to join us in person to scrutinise and be involved in our journalism.
- With the support of the team, plan and deliver a large public event at least every three months. These events will be relevant and valuable to communities we're looking to connect with, including communities based around a common interest, geographically-based communities, and our members.
 - For example, by co-hosting events with community groups or a high profile event that will attract a large audience.
 - Examples of quarterly events: [Get Heard Bristol West](#), [Gary Younge on the Power of Stories](#), [a night with Poetic Pilgrimage](#).
- Coordinate the Cable's Annual General Meeting.
 - Our biggest member democracy event of the year, with at least 100 members participating in discussions and voting to help guide the Cable's future.
 - [See here for more detail on Cable AGMs](#)
- Work closely with the Community Media Coordinator to create opportunities and pipelines for member and community involvement in creating journalism with the Bristol Cable.

2) Communicating with members and the wider community

Effective communications are essential to keeping members informed, inviting participation, and publicising the Cable's activities.

- Produce a fortnightly members' newsletter in liaison with other team members.
- Develop engaging and innovative ways to communicate with members and the wider public, for example blogs and vlogs detailing our work.

- Source and develop opportunities to raise the Cable's profile, communicate about our work, and invite people join us at events and as members.
- Be a crucial feedback channel, seeking to understand how we can better serve members and communities, and bringing those understandings back to the team.

3) Cooperative role responsibilities:

Along with your role-specific responsibilities you will also contribute to general cooperative activities. This includes the ability to make proposals and initiate projects.

- Contribute to the coordination of the Bristol Cable organisation by participating in co-operative and coordinator meetings and processes.
- Engage in the co-operative's peer-to-peer work review scheme
- Be familiar with and work in support of the vision, missions, goals, values and policies of the Bristol Cable
- Adhere to the Cable's policies and protocols, including amongst all others health and safety, data protection, safeguarding and confidentiality
- Work with other co-ordinators and members of the Bristol Cable to develop activities where relevant
- Encourage individuals to join the Bristol Cable co-operative.