

# COG Inclusion Expert and Group Mentor Brief

## Introduction

COG: Cultural Outreach Group (COG) is a peer-to-peer network focused on developing and sharing best practice in respect of audience development, outreach and inclusion activity in cultural organisations. By working together, the members aim to develop their individual and collective ability to engage under-represented audiences and develop sustainable systems for on-going participation and co-production. COG is led by Bucks County Museum and Buckinghamshire Culture, hosted at the Museum.

COG is project funded by Rothschild Foundation which provided funding over three years (Jan 2019-Jan 2022) for a group of 8 cultural partners to test new approaches to inclusive engagement, audience development and participation at cultural venues. The funding enables the Community Outreach Officer at Bucks County Museum to support the 7 other partners to develop new relationships with target audiences and to work with them to programme new pilot activities. This includes funding for annual Sharing Days. Over time this network has grown to include further partners, who attend meetings and training, but are not benefiting from the Outreach Officer support or the pilot activity grants.

Covid-19 has interrupted delivery of COG and the group did not meet between March and October 2020. The group re-convened in November 2020 and re-aligned the project to make the most of the remaining funding period.

For March-October 2021, we will be creating a job-share to increase the amount of support that the project partners receive from the Outreach Officer. In addition, we wish to recruit an Inclusion Expert/Group Mentor to support the group to develop their inclusive practice, provide insight into what really good engagement and consultation looks and feels like, and help the partners troubleshoot and review their activities.

## Role of the Inclusion Expert/Group Mentor:

The COG network (lead by Bucks County Museum) wishes to recruit an Inclusion Expert who can support the group to develop and embed inclusive practice in their organisations. We are seeking someone who can guide and mentor the group through authentic engagement whilst they develop and deliver their pilot activities, troubleshoot the process and review the pilots with them at the end. This Expert will provide support for 'how' to engage and build audiences, building on previous training that looked at the 'why' and the 'who'. All partners will develop Audience Development Plans and will align their pilot activity in 2021 to identified target groups. We are looking for an Inclusion Expert who can provide insight into practical methods of engagement with under-represented groups, which will be authentic and meaningful. We believe that there are no stupid questions, and want to be open and honest in order to dispel misconceptions and explore perceived clashes.

Proposed programme overview:

- 1. Inclusive Practice Expert session(s) focussed on authentic engagement and practical methods [Feb-Apr 21]**
2. Training for COG members and sector on Advocating and Leading on Inclusive Practice (partnership with SE Museums Development) [Feb 21]
3. Create Audience Development Plans (supported by COG Project Manager) [Jan-Mar 21]

4. COG members develop their pilots in line with their target audiences (2 x PT COG Outreach role to support engagement and delivery) [Feb-Apr 21]
5. **Delivery of pilot engagement activity and Troubleshooting session with Mentor/Expert [Apr-Jun 21]**
6. Delivery of pilots (2 x PT COG Outreach role to support engagement and delivery) [Mar-Sep 21]
7. Brief evaluation reports written and shared for each pilot [Mar-Sep 21]
8. **Sharing, feedback and lessons learned with Mentor/Expert [Sep 21]**
9. Community Speed Dating to develop new relationships and begin to build new co-produced projects (2 x PT COG Outreach role to support engagement and delivery) [Oct 21]
10. **Wider Sharing day in October (speed dating could form part of this event) [Oct 21]**

Elements in bold are the minimum delivery we will be looking for from the Inclusion Expert (for the Sharing Day we would like the Inclusion Expert to speak/share their experience and recommendations arising from the project). We are open to suggestions on how this support will be delivered within the available budget, but we imagine most sessions will be whole-group, with the option for telephone/video call consultation in between as needed.

### Person Specification:

We are seeking an Inclusion Expert with:

- Considerable experience and understanding of inclusion
- Experience of engaging diverse audiences, community groups, individuals in projects and activities
- Experience of facilitating authentic co-production between organisations and audiences, community groups, individuals
- Experience of supporting organisations to develop their inclusive practice, engagement and co-production
- Experience of creating sustainable and deliverable plans/models
- Commitment to Equality and Diversity
- Understanding of high-quality inclusive practice in Museums, galleries, libraries etc
- Experience of building and developing good working relationships and creating trust with staff, volunteers and participants
- An ability to share practical methods of inclusion, engagement and outreach
- An open, accessible and sharing approach
- Experience of mentoring and/or coaching
- Great listening skills
- Able to share constructive criticism in a supportive manner
- Able to facilitate individuals to reflect and consider alternative methods/approaches as needed
- An ability to steer and develop understanding of what good practice looks like
- Experience of working with people from a wide range of backgrounds in a sensitive and appropriate manner
- Experience of high-quality community engagement and empowerment.

### Budget:

A fully inclusive fixed fee of £4,500 is available for delivery of the above (must include VAT in applicable).

There is additional funding that can be used for training to support delivery/development.

The role will begin in February 2021 and continue until October 2021.

## Applications:

To apply please submit:

- An expression of interest (no more than 2 sides of A4) outlining why you feel you are qualified for this role and your approach to supporting the group.
- Your CV
- A budget break down showing how the fee will be spent.

Submissions should be sent to Lallie: [culture@buckscountymuseum.org](mailto:culture@buckscountymuseum.org) by 18<sup>th</sup> January 2021.