

Job Application Pack

Community Engagement Officer

[If you need this pack in a different format, please contact our Admin Assistant Jamie, jamie@triggerstuff.co.uk or phone 0117 403 4260 Tuesday – Thursday.](#)



About the Humanity Hotel project

Trigger's creative wellbeing programme, *Humanity Hotel*, supports asylum seekers living in Initial Accommodation through weekly creative workshops, regular cultural trips, and celebratory events. Activities such as music, dance, and photography promote self-expression, confidence, wellbeing, and social connection.

<https://www.triggerstuff.co.uk/our-work/humanity-hotel>

Over 300 individuals have taken part since the programme's inception in 2022, with participants sharing feedback such as: "*Exploring my problems in the sessions is therapeutic. I look at difficult problems and make them something positive.*"



ROLE SUMMARY

Trigger is seeking a Freelance Community Engagement Officer to support the delivery of our creative wellbeing programme Humanity Hotel, working with asylum seekers and refugees in North Somerset on a casual basis.

Working closely with the Community Engagement Manager and Coordinator, the post-holder will be brought in on an ad hoc basis to coordinate workshops, trips, and events; build and sustain partnerships; manage volunteers; and ensure high-quality, inclusive participation. The role involves hands-on project delivery, monitoring and evaluation and collaboration across departments to ensure the programme meets its creative, social, and reporting objectives. Due to the outreach requirements of the role and the rural areas of North Somerset where we work, a driving license and access to a car are essential. You will be passionate and have experience of delivering work for, by and with communities and of working with vulnerable adults and/or in the arts.

KEY RESPONSIBILITIES

Programme delivery:

- Support the delivery of the Humanity Hotel project including coordination, outreach, volunteer management and partnership development to ensure project meets funders' expectations, agreed outputs, and impact targets.
- Coordinate and support freelance project teams — including workshop facilitators, artists, and volunteers — ensuring they are properly inducted, briefed, and managed for the effective running of all workshops, outings, and events.
- Support logistical planning, including scheduling, transport arrangements, and booking venues or purchasing materials where required.
- Attend project team meetings as required and report to Team on current project progress.
- Support the co-design and implement training and skills-development opportunities within the Humanity Hotel project, in collaboration with the local refugee and asylum-seeker community.
- Support the co-design and facilitate consultations and a resident steering group, ensuring community voice shapes project design and decision-making.
- Maintain existing and establish new partnerships to support programme delivery, including cultural, voluntary-sector, and community-led organisations.



- Support the project's access and inclusion strategy, including translation of materials, obtaining informed consent from participants, and ensuring documentation and communications are culturally sensitive and appropriate.

Monitoring and Evaluation:

- Work with the Community Engagement Manager & Co-ordinator to track and reconcile project expenditure, ensuring spending remains within budget.
- Support the collection and management of monitoring and evaluation data, including attendance records, participant feedback, case studies, and quantitative outputs.
- Contribute to regular reporting for funders and internal learning, ensuring accurate, timely, and meaningful data is provided.

General:

- Any other duties as required to ensure the project is delivered to its full objectives.
- Carry out all duties adhering to Trigger policies and Code of Conduct including Health & Safety and risk assessments, Safeguarding Policy and Working with Asylum Seekers Best Practice Guide.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Full driving license and access to a car
- Previous experience delivering creative / community events
- A keen interest in the arts and community engagement
- Previous experience working with asylum seeker community
- Enhanced DBS Certificate (Trigger can administer and cover cost if post holder does not already have one)
- IT skills and proficiency with Microsoft Office, Google Docs
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent time management and the ability to work well under pressure
- Ability to work collaboratively across different teams, partners and community groups
- Resilient and able to adapt to changing circumstances, working through challenges methodically and practically
- Willingness and dedication to learn new skills as required
- Willingness to share ideas, resources and information with others
- Lived experienced of the asylum system



SUMMARY OF TERMS – COMMUNITY ENGAGEMENT OFFICER

This role is offered on a freelance, ad-hoc basis and will be engaged when extra support is required or during periods of increased activity. We therefore cannot guarantee a minimum number of hours and work will be assigned based on specific tasks and availability.

FEE:	£120 per day (including delivery of session typically 2 hours, preparation and wrap up)
CONTRACT:	Freelance on an ad-hoc basis
PLACE OF WORK:	Main place of work will be at Winford Manor, Old Hill, Winford, Bristol BS40 8DW. Outreach across North Somerset is also required.
RESPONSIBLE TO:	Community Engagement Manager and Coordinator
KEY RELATIONSHIPS:	Trigger team, facilitators, participants, volunteers



ABOUT TRIGGER

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent. Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is in the village of Blagdon in The Old Post Office, North Somerset.

Registered Charity Number: 1194328

www.triggerstuff.co.uk

HOW TO APPLY

To apply for the position, please provide the following information to recruitment@triggerstuff.co.uk

- A comprehensive CV detailing your education and work experience (no more than 2 A4 pages)
- A supporting cover letter (no more than 1 side of A4) why you are interested in the role and how your experience would be suitable for the role
- A completed equal opportunities form available [HERE](#)

We also accept the above information in video or sound format.

We will be open for applications until Friday 28th November 2025. Applications will be assessed as they arrive and interviews scheduled accordingly. We may close the application window early if we receive sufficient applications ahead of the closure date.

All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Community Engagement Officer Application' in the subject line to recruitment@triggerstuff.co.uk.



EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.