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Community Engagement Artist Recruitment Pack

Closing Date: Wednesday 20 May 2026

Interview Date: 8 and 9 June 2026



ABOUT US

iniva (Institute of International Visual Arts) is a London-based arts organisation and registered charity, founded in 1994 to address the lack of representation of artists from African, Asian, Caribbean, and diasporic backgrounds in the UK's visual arts sector. We explore themes of race, identity, migration, and social justice through exhibitions, commissions, residencies, community projects, and publishing.

Our home is the Stuart Hall Library, a free, publicly accessible research centre dedicated to global and diasporic art histories. It houses an extensive collection and iniva's institutional archive and is the welcoming space for our core programmes. Each year, our work reaches over 70,000 people in person and online. While based in London, we reach national and international audiences through creative partnerships and digital platforms.

Our mission is to nurture anti-racist, equitable spaces where Global Majority artists and communities can connect, create, and thrive. We believe everyone should have access to art from a global perspective.

OUR BUSINESS MODEL

iniva is an Arts Council England National Portfolio Organisation (NPO), receiving regular public investment in recognition of our commitment to artistic excellence, innovation, and meaningful public engagement. We are also supported by The National Lottery Heritage Fund (TNLHF), which funds our major *Living Legacies* programme. Together, this public investment reflects our role as a trusted cultural leader, producing ambitious, critically engaged work that connects artists, ideas, and communities.

In 2025/26, core ACE NPO funding represented 45% of our annual income, with TNLHF contributing 14%. The remaining 41% was secured through diverse fundraising streams, primarily trusts and foundations, complemented by donations from our Friends scheme and trading activities. Both areas offer significant potential for future growth as we deepen supporter engagement and further diversify our commercial income base. Our 2026/2027 budget includes expenditure of £789,000 and a fundraising target of £120,000.





Creative Mapping: Designers Lab ©Jemima Yong

INTRODUCTION TO THE PROJECT

Living Legacies: Collaboration, Community and Radicality is a transformative four-year project rooted in the heritage of Global Majority artists and their work in the UK. It activates iniva's unique visual arts archive and reconnects it with local and national communities. Through an exciting programme of exhibitions, events, podcasts, oral histories and digital resources, the project will surface existing histories and expand access to multicultural creativity and knowledge.

Grounded in Westminster (iniva's home) and shaped by the diverse communities of Lambeth and Southwark, Living Legacies centres intergenerational community collaboration with young people (16-25) and older adults (65+). Public programming is enriched by local residents, artists, educators and partnerships, ensuring the archive speaks to lived experiences while resonating nationally.

The project will:

- Improve access using new newly designed website and physical accessibility to iniva's Stuart Hall Library and Archive
- Increase engagement with archival material through co-creating content and new storytelling
- Grow knowledge and skills by supporting underrepresented people into the heritage and archiving sectors, strengthening iniva's resilience

Living Legacies will offer a space for everyone to explore their place in the world, reflecting on identity, culture and belonging, ensuring this vital legacy lives on.

The role of **Community Engagement Artist** has been made possible through The National Lottery Heritage Fund.

Read more about the project: <https://iniva.org/programme/projects/living-legacies-collaboration-community-and-radicality/>

STAFF STRUCTURE

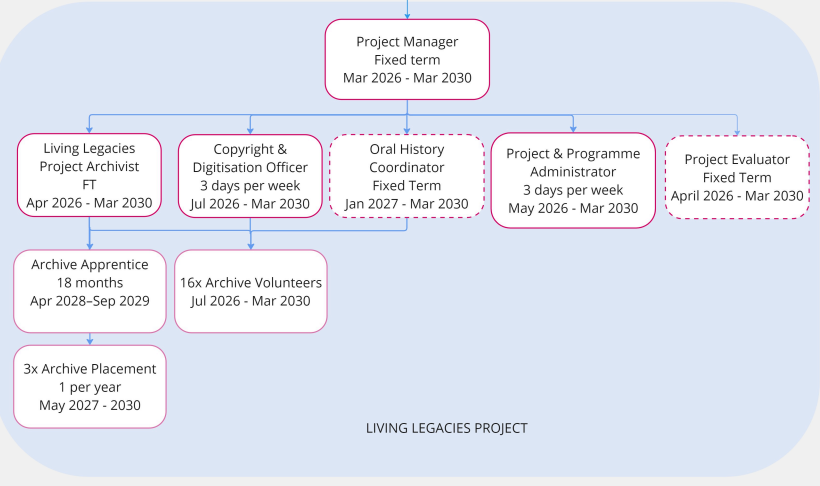
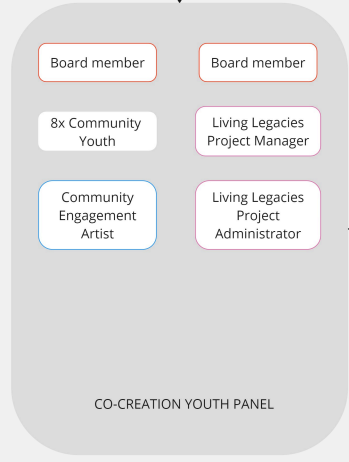
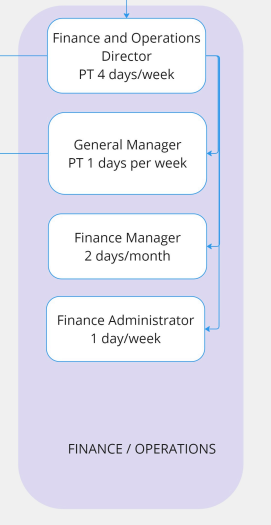
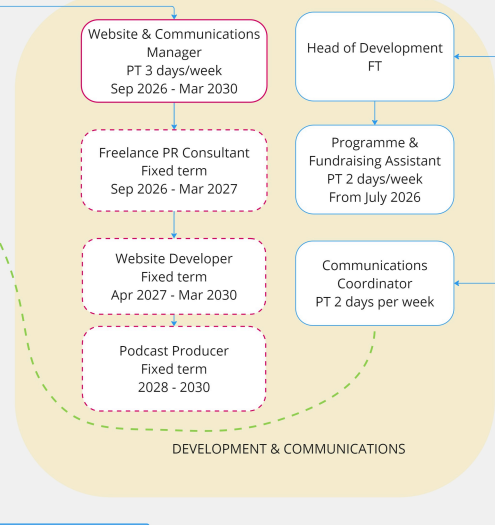
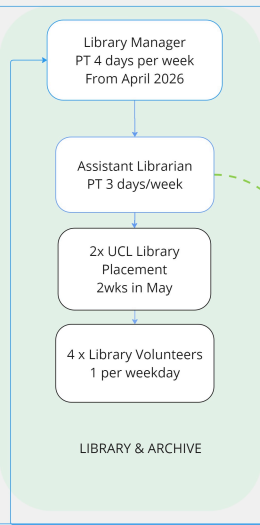
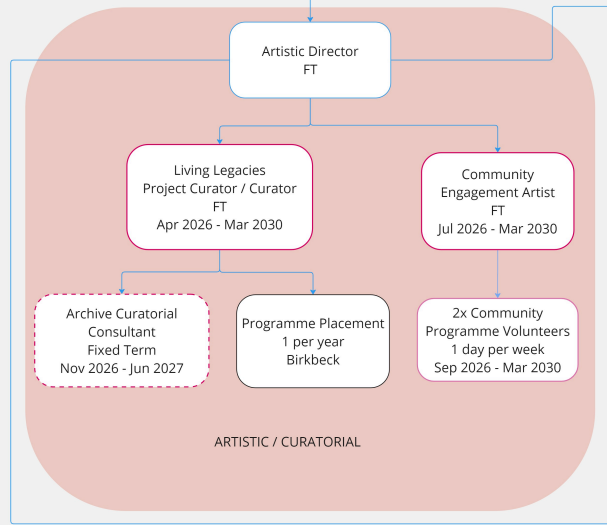
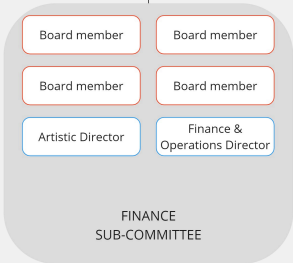
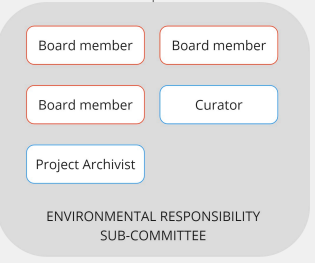
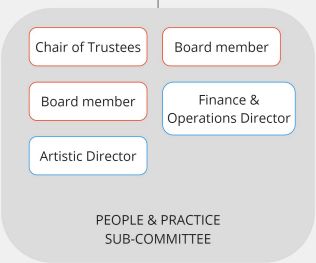
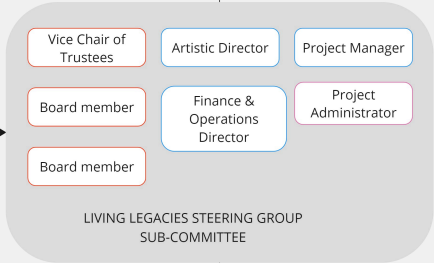
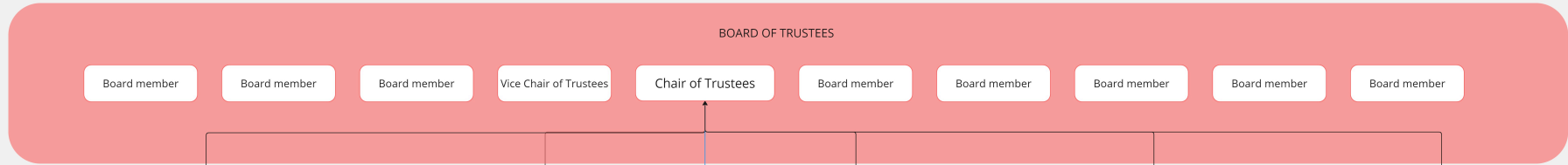
iniva is led by Co-Directors **Sepake Angiama (Artistic Director)** and **Susannah Gorgeous (Finance & Operations Director)**, supported by a culturally diverse Board of ten Trustees chaired by **Anita Bhalla**. The Board meets quarterly, with four sub-committees—**Fundraising & Ethics, Finance, People & Practice**, and **Environmental Responsibility**—providing additional oversight and guidance.

iniva's core team includes the Co-Directors, Project Curator, Communications Coordinator, Programme & Fundraising Assistant, and a Library and Archive team consisting of a Library Manager, Project Archivist and Assistant Librarian. The organisation is also supported by a General Manager and freelancers, including a Finance Manager and Bookkeeper.

As iniva embarks on its flagship National Lottery Heritage Fund project, *Living Legacies: Collaboration, Community and Radicality*, a dedicated project team will lead delivery between 2026–2030. The Community Engagement Artist will be **line managed by the Artistic Director** and will work closely with the Living Legacies Project team and wider iniva staff to coordinate project activity.

The role will also work closely with the Living Legacies Project Manager to shape and develop the **Community Champions Panel and Co-Creation Youth Panel**, who will help guide the development of the project as well as local external stakeholders engagement (see organigram on page 5).





- KEY**
- - - Freelance
 - Reporting
 - Line management
 - ▭ Placement/Volunteer
 - ▭ iniva Trustee
 - ▭ iniva staff
 - ▭ Living Legacies Team
 - ▭ Living Legacies Project
 - ▭ Board of trustees
 - - - Dual role
 - Feedback Loop

INTRODUCTION TO THE ROLE

iniva is seeking a creative, collaborative and community-focused artist to join our dedicated team as Community Engagement Artist. This is an exciting opportunity to lead on the delivery of *Living Legacies: Collaboration, Community and Radicality*, a four-year project that activates iniva's archive and connects it with diverse communities through exhibitions, events, oral histories, podcasts and digital resources.

Working at iniva is highly rewarding with a pace that can be lively, hands-on and varied. As a small organisation, we value people who are comfortable managing their own time, working collaboratively across teams and building deep relationships with participants and partners. In this role, you will play a key part in shaping how artists, communities and educators engage with iniva's Archive.

Working closely with the Project Curator and Project Archivist, you will design and deliver inclusive, creative heritage programmes with young people (16-25 years old), older adults (65+ years old) and community partners in Westminster, Lambeth and Southwark. You will lead on co-creation activity, facilitating workshops, events and collaborative processes that embed community voices into exhibitions, interpretation and public programming. You will also work with the Project & Community Programme Administrator, who will support the coordination and delivery of these activities.

If you are an artist who enjoys working collaboratively, values socially engaged practice and is motivated by connecting communities with archives and heritage, this role offers an opportunity to contribute to a significant national project supported by The National Lottery Heritage Fund.

IDEAL CANDIDATE

This role is suited to an experienced artist who combines creative practice, facilitation and community engagement. **You will bring demonstrable experience designing and independently delivering archive- or heritage-based programmes**, with the confidence to **lead workshops and co-creation activity** from planning through to delivery and reflection.

This role supports a complex **multi-year heritage project centred on the histories and practices of Black and Global Majority artists**. We welcome candidates with lived experience and/or an interest in these areas. You will have experience working with communities, including young people (16–25) and older adults (65+), and a strong commitment to inclusive, anti-oppressive and decolonial approaches to engagement. **Experience of outreach work or lived experience with communities in Westminster, Lambeth and Southwark is advantageous.**

You will be confident planning and delivering workshops independently, as well as building and sustaining relationships with community partners, schools and local organisations. You will also be able to work collaboratively with artists, curators and archivists to embed community perspectives into exhibitions, interpretation and public programmes.

Strong organisational skills are important, including the ability to manage workshop logistics, support volunteers and oversee aspects of budgeting. **An understanding of financial processes within a charity context will be valuable. Experience contributing to evaluation and reflective practice**, including gathering participant feedback and adapting approaches in response is also important.

We recognise that community engagement artists bring a broad and valuable mix of skills and experiences. This role is ideal for someone who is reflective, adaptable and committed to socially engaged practice, and who is excited by the opportunity to activate archives through creative engagement.

JOB DESCRIPTION

Community Engagement Artist

Salary: £35, 282 per annum

Employment Type: Fixed Term Contract; July 2026 - March 2030

Hours: Full-time, 35 hours per week

Reporting to: Artistic Director

Location: iniva, 16 John Islip Street, London, SW1P 4JU with travel across London boroughs

Role Purpose

The Community Engagement Artist leads outreach and participation activities for Living Legacies, co-creating creative programmes with community members across Westminster, Lambeth and Southwark. They develop and deliver inclusive heritage workshops and events, embedding community voices and creative expression into the project's exhibitions, interpretation and public programme, including the development of artist-led and co-created outputs.

Working closely with the Project Curator and Project Archivist, the Community Engagement Artist nurtures intergenerational and culturally relevant engagement. They are supported by the Project & Community Programme Administrator in coordinating logistics, documentation and event delivery.

The Community Engagement Artist will also help shape, deliver and work closely with the Community Champions Panel and Co-Creation Youth Panel, ensuring community insight informs all areas of project delivery. This role plays a vital part in activating the archive through creative, inclusive and participatory methods.

Project Specific Duties

Community Partnerships and Relationship Building

- Build and sustain strong relationships with local organisations, schools, youth groups and community stakeholders across Westminster, Lambeth and Southwark, encouraging shared ownership and sustained participation throughout the project lifecycle.
- Work with the Project Manager to recruit and support diverse and representative membership for the Community Champions Panel and Co-Creation Youth Panel, ensuring participation from local communities, particularly young people aged 16-25 and older adults aged 65+.
- Collaborate closely with the Project Manager to shape, facilitate and creatively support both panels, ensuring their insights, lived experiences and priorities directly inform the development of the public programme.
- Design and deliver participatory workshops and co-creation sessions that enable dialogue, reflection and shared decision-making within the panel meetings.
- Translate community perspectives into creative outputs, interventions and interpretive approaches for events, exhibitions and learning materials, ensuring their integration into project outputs.

- Support the production and communication of panel feedback, ensuring that ideas and recommendations are clearly articulated and fed into the Steering Group and wider project decision-making processes.

Programme Design and Delivery

- Develop and deliver artist-led, participatory programmes and creative outputs co-designed with young people (16–25), older adults (65+), and educators, ensuring activities reflect their perspectives, experiences and creative interests.
- Create accessible and inclusive workshop materials, incorporating intergenerational dialogue and creative expression to broaden public understanding of Black and Global Majority art heritage.
- Support educators in developing diverse and decolonial curriculum content, drawing on the project’s archive and exhibition themes to enhance art-based teaching and learning.
- Work collaboratively with the Project Curator and Project Archivist, embedding community-led insights and outputs into exhibitions, interpretation and digital content.
- Lead or support the recruitment of artists, facilitators and freelancers for specific community sessions.

Volunteer and Team Support

- Recruit, manage and support Community Programme Volunteers, ensuring they are effectively briefed, trained and integrated into the planning and delivery of community workshops, events and outreach sessions across Westminster, Lambeth and Southwark.

Administration and Safeguarding

- Manage a small delivery budget, ensuring timely procurement and accurate record keeping.
- Work in line with iniva’s health and safety, safeguarding and data protection policies, including risk assessments for off-site and intergenerational work.

Monitoring, Evaluation and Legacy

- Gather and respond to participant feedback, contributing to project evaluation and adapting engagement approaches to meet the needs of different communities.
- Contribute to reflective documentation, producing case studies and sharing best practice and learning outputs that inform the legacy of the project and future iniva programming.

General Duties (In common with all iniva staff)

- To support the philosophy, aims and objectives of iniva and to champion its work.
- To promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders.
- To uphold collective responsibility, knowledge sharing and team working across the organisation.

- To contribute to, and follow iniva's organisational policies and procedures, particularly policies relevant to your defined responsibilities and area of work.
- To ensure proper record keeping, filing and archiving of all communications and documentation related to your area of work.
- To engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.

Note: This is a description of the job as it is at present constituted. It is iniva's practice to examine job descriptions regularly and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes.

BENEFITS

iniva offers a supportive and flexible working environment, including:

- 20 days annual leave plus bank holidays, and additional leave between Christmas and New Year, increasing to 25 days with service
- Pension contribution (3%, rising to 5% after 6 months' service)
- Flexible and hybrid working arrangements
- Professional development opportunities
- Access to iniva events and programmes, including a free pass to Tate Britain

EXPENSES

Expenses specific to this role:

- Yearly local travel and railcard allowance of £500 to support travel between iniva and project locations across Westminster, Lambeth and Southwark
- Dedicated budgets for access support, materials, and refreshments to enable the delivery of workshops and public activities

PERSON SPECIFICATION

The postholder for this role should demonstrate the following qualifications, experience, skills and knowledge:

Essential

- Proven experience designing and delivering creative engagement or arts-based programmes with diverse community groups, including young people (16–25), older adults (65+), and intergenerational audiences.
- Strong facilitation and co-creation skills, with the ability to build trust, foster participation, and integrate community voices into public-facing outputs.
- Excellent interpersonal and partnership-building skills, with experience working collaboratively with grassroots groups, schools, cultural organisations and participants from Global Majority communities.
- Demonstrable commitment to inclusive, anti-oppressive and decolonial practice in engagement and outreach work.
- Confidence coordinating community workshops or events, including logistics, materials prep, volunteer support and accessible delivery.
- Experience producing creative, accessible workshop materials or resources that support meaningful participation and cultural relevance.
- Understanding of safeguarding, risk assessment, and health & safety requirements, especially for intergenerational or community-based work.
- Organisational and time-management skills, including basic budgeting and procurement.
- Ability to reflect and adapt, using participant feedback and self-evaluation to improve engagement approaches.
- Strong verbal and written communication skills, with confidence contributing to documentation and project learning.

Desirable

- Knowledge of Black British art histories, Global Majority cultural production, or iniva's archival themes.
- Experience working with artists, curators, or archivists to embed engagement outcomes into exhibitions, interpretation or digital content.
- Experience supporting educators or developing curriculum-linked resources, particularly in arts or heritage education.

- Confidence mentoring or coordinating volunteers, especially in creative or outreach contexts.
- Experience creating reflective content, such as case studies, co-creation documentation or creative outputs for evaluation and legacy.
- Digital literacy, including use of Microsoft 365, shared online tools and virtual delivery platforms (e.g. Zoom, Google Docs).
- Familiarity with co-creation or socially engaged methodologies, especially in arts, heritage or cultural settings.
- Awareness of audience development strategies and The National Lottery Heritage Fund priorities for inclusive participation.
- Personal or professional connection to Westminster, Lambeth or Southwark, or lived experience aligned with the project's community focus

Note: Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations. iniva are committed to supporting staff in training and support to achieve the standards required to undertake the role.

DIVERSITY & ACCESS

We warmly welcome applications from people of all backgrounds and life experiences. We particularly encourage candidates who identify as **Black, Asian or from other Global Majority communities, disabled people, LGBTQ+ people, and people from lower socioeconomic backgrounds**, who are often underrepresented in the arts and heritage sectors, **economic** backgrounds represented in the arts and heritage sectors.

We are committed to **equity, accessibility and antiracist practice**. If you would like to share any access needs or request reasonable adjustments to the application or interview process (for example, alternative formats or additional time for a written task), please tell us when you apply — we'll be happy to **help**.

HOW TO APPLY

To apply for the Community Engagement Artist role at iniva, please send the following three documents as attachments in either **PDF or Word format** to recruitment@iniva.org with '**Community Engagement Artist**' as the email subject:

- **Your CV** (no more than 2 pages)
- A **Personal Statement** (no longer than 2 pages) outlining why you want to work at iniva and how you meet the person specification
- A completed [Equal Opportunities Monitoring Form](#) (download)

As part of your application, please also provide the names of **two referees** who can be contacted upon receipt of a conditional job offer.

Candidates must have the right to work in the UK at the time of application. We are unable to sponsor visas.

DBS AND SAFEGUARDING

iniva is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse. As this role involves working with children and young people under the age of 18, an enhanced Disclosure and Barring Service (DBS) check (formerly CRB) will be required for the successful candidate. Any offer of employment will be subject to a satisfactory DBS check and appropriate references, in line with iniva's safeguarding policy.

DEADLINE

The deadline for applications is **Wednesday 20 May 2026 at 11.59pm**.
Applications received after this time will not be accepted.

INTERVIEW DATES

Interviews will take place in **two stages**. Candidates shortlisted for the first stage will be interviewed online on **8 or 9 June 2026**, with selected applicants progressing to a second interview in-person at iniva on **17 June 2026**.

Selected candidates for the first interview will be expected to present on the date of their interview a plan on how they would connect with local communities and an existing plan or workshop they have previously organised utilising archives or heritage materials. Selected candidates will be invited to interview by **29 May 2026** and interview questions will be provided in advance.

Please note that, applicants not shortlisted for the first round of interviews will not be contacted.

ENQUIRIES

Enquiries about the role, shortlisting and interviews

Tavian Hunter (Living Legacies: Project Manager): thunter@iniva.org

General enquiries about the application process email: info@iniva.org