

Swindon Culture Collective

Swindon Culture Collective Network Lead - Role Profile

Job Title: Swindon Culture Collective Network Lead

Employed by: Swindon Culture Collective CIC

Reporting to: Programme Director

Salary: £35,000 pro-rata

Contract: Fixed term 24 months (with possibility of extension)

Hours: 3 days a week (22.5 hours per week)

Holiday: 32 days including bank holidays pro rata (19 days including bank holidays)

Pension: Statutory (3%) employer contribution

Role Description:

About Swindon Culture Collective CIC:

This role has been created as a critical part of an exciting two-year programme which has recently been launched in Swindon, with a vision to establish the town as a vibrant festival destination and unlock new creative opportunities for artists, communities, and audiences.

The £1.3 million programme, backed by a National Lottery Place Partnership award from Arts Council England alongside support from local partners, the programme will deliver creative events and opportunities aimed at fostering a cultural landscape that is accessible, ambitious and deeply rooted in the community. Through to August 2027, plans include:

- A series of new cultural events and festivals;
- Reimagined public spaces;
- Training opportunities and increased progression routes for creative talent across all stages;
- And, expanded access to the arts in schools, communities and care settings.

Swindon Culture Collective

Role scope:

The Network Lead will be responsible for supporting delivery of this new programme. They will take a leading role in delivery of the Communicate, Co-ordinate, Collaborate workstream of the programme. They'll be responsible for network member communications; planning and delivering support for the network, including meetings, conferences and training opportunities; and supporting members to access relevant opportunities to work in partnership, including funded opportunities through project commissioning funds.

The successful candidate will be enthusiastic about this unique and exciting opportunity to contribute to a major new initiative focused on establishing Swindon as a centre of cultural excellence and inclusion. They will be a self-starter, natural networker, team player and excellent communicator with experience in community development work or supporting social enterprises and start-ups.

About You

We are looking for an organised and efficient self-starter with excellent communication skills to work with diverse stakeholders to secure and activate new spaces for creative and cultural activities in Swindon. A team player and natural networker, you'll ideally have experience in either in community development work, property management or supporting social enterprises and start-ups.

Responsibilities:

- Work closely with the Programme Director, Programme Manager and key stakeholders including Swindon Borough Council and local cultural organisations to day-to-day management of the arts and cultural network known as the Magic Swindon Network.

Communicate:

- To act as a first contact point for members of the Network, to help them make the most of network membership.
- Be responsible for network member communications, such as website content updates, e-newsletters, social media, as well as face-to-face, email and telephone communication

Swindon Culture Collective

- To manage the Network membership list, ensuring it remains up to date and compliant with GDPR and any other relevant regulations.

- Support the development of the network to increase inclusion and involvement of diverse local communities to help enable local people of all ages and backgrounds to develop and increase their participation in creative activities.

Co-ordinate

- To lead on planning and delivering support for the network

- To organise and manage regular network meetings, as well as an annual network conference, ensuring that the network responds to the needs of its members and meeting content is engaging and valuable

- To organise and manage a series of relevant and high-quality training and professional development opportunities for members of the network, including in areas such as including and accessible programming; co-creation; and environmental sustainability

- To contribute to the management of the Workstream budget working with the Project Director

Collaborate

- To help create and develop connections between network members, in order to support collaboration and communication between members

- Support members to access relevant opportunities to work in partnership

- Support members and local practitioners to navigate Place Partnership funding opportunities through project commissioning funds

Relationships:

- Participate in Strategic Steering Group meetings, including supporting the Chair of the group in preparing and circulating documents, reports and action notes

Swindon **Culture** Collective

- Work closely with the Programme Manager, Meanwhile Space Development Officer, Communications & Marketing Manager and workstream Delivery Group chairs

- Build relationships with creative, cultural and community organisations and individuals, social enterprises, local businesses and wider networks, including attending or organisation appropriate networking and information events

Other duties

- Maintain communication, report progress and store files and documents using agreed project management and communication tools e.g. Google Drive

- Attending meetings including monthly board meetings, team / working group meetings and any meetings relating to line-management or pastoral support.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Person Specification. For this post you will need to have

Knowledge and experience	
Essential	Desirable
Experience of project management	Knowledge of Swindon
Knowledge of, or experience working with or in either social enterprises, community groups, creatives and / or not-for-profits.	Knowledge of monitoring and evaluation processes and experience of project reporting
Experience of financial administration of projects including budget monitoring.	Experience of partnership development and working on multi-partner projects
Demonstrable knowledge and passion for arts and culture.	
Skills and abilities	
Essential	Desirable

Swindon Culture Collective

Excellent time and project management skills, including the ability to organise and plan your own work	Approachable and outgoing and a good networker
Excellent communication skills	
Excellent written and verbal communication skills and the ability to engage, and build rapport with a diverse range of community members and stakeholders.	
Good computer skills with experience of using Excel spreadsheets, Microsoft word and cloud-based systems such as Google Drive.	
Attitudes	
Essential	
A commitment to values and identification or comfort with our ways of working:	
Progressive: A belief in collective action and having a passion for social enterprise and community-led development as a tool for social systems change	
Ethical: Making decisions about how we work together and use resources based on sustainability and our respect for the environment.	
Being committed to equality and addressing and increasing inclusion of under-represented groups in Swindon's creative and cultural sector.	
Co-operative: Listening and taking a collaborative and compassionate team working approach.	
Agile: Flexible, comfortable working autonomously and willing to 'hit the ground running'; excited by problem solving, noticing what needs doing and taking own initiative.	

Swindon Culture Collective

How to apply

Please send a CV and Cover Letter demonstrating your suitability for the role to hello@swindonculturecollective.org.uk

Deadline: 10pm Sunday 23rd November 2025

We are committed to promoting equality, diversity and inclusion in all aspects of our work. We welcome applications from candidates of all backgrounds, and we particularly encourage those from underrepresented groups to apply. At Swindon Culture Collective, we value difference, foster an inclusive culture, and strive to ensure that every colleague feels respected, supported and able to thrive.