

HAVERING LONDON

**Community Venue
Network Producer**

Freelance for 10-months



**Building a cultural
ecology for everyone.**

About Havering London

Havering London is a new cultural placemaking organisation, coordinating a public, private & voluntary sector partnership of strategic organisations & community representatives. It was behind Havering's bid to be London Borough of Culture, developed with 50 groups & 1,000 members of the public. Havering London is now leading on developing, fundraising for and delivering 'A Good Life', Havering's new 3-year legacy driven cultural strategy (2025–2028).

Havering London believes in the transformative impact that culture can have on a place. It works in new ways, with different communities, in partnership across a changing borough and widely across London: attracting investment and building a cultural ecology for everyone.

Havering has developed a partnership cultural strategy designed to act as a three-year catalyst for nurturing and growing the cultural life of a rapidly changing place.

A GOOD LIFE ↗



Images: Hannah Davis

Job Description

Community Venue Network Producer

Contract Type:

Freelance (over 10-months)

Fee:

£15,000

Community Venue Network

Havering London's new Community Venues Network will see 12 community hubs across Havering programming hyperlocal activity, building on the pilot work of Havering Changing (a Creative People & Places initiative focused on local people determining cultural provision). Place-based communities will make informed choices about the culture they want to see, in a refreshed network of local spaces with enhanced facilities, that advances the goal that every Havering resident has access to cultural activity within 15 minutes of where they live.

Contract Specification

- The Community Venue Network Producer will establish, activate and co-ordinate the first year's work of the new Community Venues Network.
- Provide full oversight of the effective development and delivery of the new Community Venue Network, ensuring the project is delivered in accordance with the vision and the budget and resources available.
- Work with the Havering London Project Directors to confirm and sign up the first 12 members of the new Community Venues Network.
- Act as the main point of contact and facilitator for the network, ensuring clear and consistent communication with everyone involved, including the organising and facilitating of relevant network meetings.
- Collaborate with Havering London partners in developing the Community Venue Network, particularly key strategic and delivery partner for the network, Havering Changing.
- Co-create a programme of new regular cultural activity for each venue with the communities and contacts involved, that ensures sustained community engagement, and that programming can be best shared across the Network.

Job Description

Community Venue Network Producer

- Work with and support the Community Venue Network membership to invest capital funding raised by Havering London to improve their physical premises for the purposes of cultural activity.
- Manage the budgets, weekly financial processing (with the Havering London General Manager) and funder compliance and reporting for Community Venue Network activity.
- Co-ordinate and deliver marketing, public relations and audience development activity for the Community Venue Network.
- Establish a new directory of Community Venue Network venues, improving the visibility of the facilities available and the community work they undertake.
- Provide training and support for Community Venue Network venues in fundraising, cultural event production and commissioning opportunities.
- Ensure effective monitoring and evaluation processes, including data and insight collection, in close collaboration with external evaluators.
- Oversee Health and Safety for Community Venue Network activity, ensuring codes of practices are followed, risk assessments are undertaken, incidents reported and logged, and staff are appropriately trained.
- Champion best practice in environmental responsibility and access.
- Help strengthen partnerships across public, private and voluntary sectors, representing Havering London.
- Support the planning and fundraising for the next phase of the Community Venue Network.

Relevant Experience

- Experience of producing and programming cultural activity
- Experience of engaging and working with voluntary sector organisations
- Experience of working with underrepresented and underserved communities

Terms and Conditions

Contract:	Freelance contract for services over 10-months, to be completed by March 2026
Fee:	£15,000
Day rate:	£250 per day, so 60 days (approx 6 per month averaged, work plan to be agreed)
Expenses:	Out of pocket expenses relating to project delivery or travel outside of the borough of Havering, to be approved by the General Manager pre commitment
Location:	Working and traveling across Havering
Line Management:	Reports to Havering London General Manager
Start date:	As soon as possible post appointment

Submission Process

How to apply:	Please send CV & Proposal outlining how you meet the brief (no more than x2 A4), via email with subject line: 'Community Venue Network Producer'. For an informal conversation about the brief before or during your application, please email.
Closing date:	Monday 2 June 23:59
Email:	info@haveringlondon.com

A Good Life is funded by:



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Made possible with
**Heritage
Fund**



Haverling
LONDON BOROUGH



HAVING CHANGING

Havering London is supported by:

Creative Health Havering, Fuse, Havering Changing, Havering Museum, London Borough of Havering, New City College, Romford BID, the Centre for Performance, Technology, and Equity (PTEQ) at the Royal Central School of Speech and Drama