



Creative Producer Job Description

Job Title: Creative Producer, Northern Roots

Salary: £32,000 per annum, pro rata 3 days per week, 7.5 hours per day

Contract: 12-month fixed term, November 2024 to November 2025.

Organisation: The employing organisation is the Northern Roots charity, registered charity number 1196906.

Based at: On site at Northern Roots.

Summary:

Northern Roots is transforming 160 acres of urban greenspace into a destination for learning, leisure and growing. The charity aims to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities. Work has started on the creation of a Visitor Centre, Forestry Skills centre and four acres of Urban Farm, and we will open as a visitor destination in 2026.

We are looking for an individual with **bold ideas, excellent creative production expertise and strong community co-creation and engagement experience**, to produce a range of high-quality events and activities on the Northern Roots site.

The Creative Producer will lead on producing our key large-scale Illuminate 2025, Playing Out, Harvest Fest and WinterFest events, working with a range of commissioned artists, makers, organisations, Community Champions and the wider Northern Roots team to deliver standout events on the 160-acre Northern Roots site.

The role will also lead on producing smaller ongoing events and activities as part of our new, forthcoming National Lottery Heritage Fund project.

This project will build upon our recent NLHF Funded project “Beautiful Oldham – Why Not?” which used the story of Mary Higgs and the Beautiful Oldham Society as an inspiration to explore and share the heritage of the Northern Roots site and communities. That project uncovered a variety of further natural, social and industrial heritage stories which we wish to explore further.

The successful candidate will work closely with our Heritage Engagement Manager and team of local Community Champions, Citizen Researchers and Citizen Rangers. Working with ideas that have come from the Community Champions, their community networks and the co-creation process, you will lead on producing a range of activities that draws people together on the Northern Roots site. You will bring their ideas to life, using your creativity and expertise to make it an exceptional offer.

The successful candidate will join a friendly, supportive and dedicated team. The role will be very visible, requiring you to meet members of the public on a daily basis, produce events, lead and develop engagement opportunities, and help organise, deliver and evaluate a range of community projects and activities.

This role provides an excellent opportunity for a creative, dynamic individual to support local residents and the young people of Oldham to contribute to the conservation, animation and enhancement of this urban green corridor and the development of the Northern Roots charity.

Experience of delivering Heritage Lottery funded projects would be an advantage. Specialist knowledge of the communities of Oldham, and an affinity for horticulture, ecology, arts, heritage or outdoor sports would be an advantage.

A creative approach and flexible attitude are essential to this role to ensure the planning and delivery of a programme of activities and events responsive to the needs of the local community.

Line Management responsibilities: The post holder has no immediate line management responsibilities

KEY TASKS

1. Work with Communications, Arts & Engagement Lead and wider Northern Roots team to produce key large-scale Illuminate, Playing Out, Harvest Fest and WinterFest events on the Northern Roots site.
2. Work with Heritage Engagement Manager, Learning Officer and Community Champions, Citizen Researchers and Citizen Rangers on the 'Beautiful Oldham – Where Next?' project, supporting the co-creation, ideation, development, production and evaluation of activities and events.
3. Ensure all participants receive a high-quality experience, engaging, supporting and inspiring them to connect with nature, and the heritage and development of Northern Roots.
4. Work with Citizen Researchers to document, monitor, and evaluate activity in line with funding requirements.

5. Work with Communications, Arts & Engagement Lead to produce effective communications and marketing materials for key events such as Illuminate 2025 and 'Beautiful Oldham – Where Next?' activities and events.
6. Feed into the work of the Marketing and Interpretation Consultants, and the Learning Officer to assist in the delivery of their objectives.
7. Participate in the further development of the Arts and Culture strategy for Northern Roots, and the development of a plan for a Visitor Centre opening season in 2026.
8. Actively promote the equalities and diversity agenda in the workplace.
9. Undertake and assist in other duties as may be required from time to time commensurate with the grade of the post.

Holiday entitlement: 25 days holiday a year (excluding public holidays) pro rata.

Employer Pension Contribution: 3%

Reporting to: Communications, Arts & Engagement Lead, Northern Roots.