

## Nature Together in Kempston

### Freelance Producer Brief

#### Summary

Bedford Creative Arts (BCA) is looking for an experienced community producer to deliver the Nature Together in Kempston project, following on from our work delivered in Kempston.

Nature Together aims to help people connect both with nature and each other whilst providing momentum in this community to retain a connection to the river whilst we explore how to install creative arts installations along the riverbank.

Through a series of hybrid sessions (part outdoor exploration, part indoor creative workshops) we will collect and transform natural materials into a creative exhibition or trail that nurtures stronger community pride in the river, and educates people about conservation, climate change and environmental responsibility.

Participants will co-create a Community Environmental Charter focused on the riverbank in Kempston, capturing shared values and actions to protect the local environment.

This will be used to inspire wider community involvement and presented to the local authority as a statement of commitment.

#### Background information

Bedford Creative Arts has been working in Kempston for the past two years on a river-based project called *River/Flow/Connect*, which explored the community's relationship with the river running through the town.

*Nature Together* builds on this work by continuing to strengthen and develop connections between the community and the riverbank.

*River/Flow/Connect* is currently applying for planning permission to install a sculpture designed by residents who took part in earlier workshops.

This project will ensure the community remains connected to the river and to the future sculpture they helped create.

Click the link below to find out more about the River/Flow/Connect Project.

<https://bedfordcreativearts.org.uk/projects/river-flow-connect/>

#### About Kempston

Kempston is a large town within Bedford Borough with a strong Parish identity. Three key wards are linked along the river area for this project and ward councillors are actively engaged. Some areas have higher levels of need for the Community Needs Index than for the rest of Bedford (the Community Needs Index identifies areas experiencing poor community and civic infrastructure, relative isolation and low levels of participation in community life.). Levels of deprivation are generally higher than average for England and for wider Bedford and levels of Higher Education are lower. Some areas also have a higher than England and Bedford average levels of disability.

## **The Brief**

The producer is requested to undertake the following activities:

- Research and connect with existing community groups, organisations and businesses to identify potential participants for workshop delivery.
- Identify, interview and contract local artists/creative workshop facilitators to deliver workshops.
- Work closely with BCA's Senior Projects Manager to deliver a total of 24 workshops (of an anticipated duration of 2 hours per session) reaching a target of 360 participants.
- Collaborate with the Marketing Officer to generate marketing materials, ensuring the workshops are well advertised and attended.
- Identify exhibition space to display the final outcome. This work aims to reach a viewing target of 250 visitors.
- Attend and present findings during the process of the project to the existing steering group (anticipated to be up to 4 meetings of 2 hours).
- Assist with gathering data which will be reported to funders and stakeholders.
- Research and identify possible future projects for Kempston through conversations with the community and steering group.

## **Expected Characteristics**

1. Experience of producing community engaged artistic projects.
2. Excellent knowledge of socially-engaged art & best practise.
3. Ability to work co-operatively as part of a small team.
4. Excellent interpersonal skills
5. Ability to demonstrate strong and versatile communication skills, both verbal and written
6. Knowledge and experience of using a broad range of I.T. in the workplace
7. Ability to relate to and work well with people from all demographic backgrounds.
8. Self-motivated and enthusiastic about your work.
9. Ability to work on own initiative.
10. To display good attention to detail.
11. To have a good track record for attendance and time keeping.
12. Ability to deal with multiple priorities and conflicting demands.
13. Welcoming and assisting attitude towards artists, participants, partners and other guests
14. Ability to be flexible regarding hours of work and work outside normal office hours as required.

Future work may be available for the right candidate. This work may run alongside this contract.

## **Timeline**

W/C 2<sup>nd</sup> February 2026 – Interviews for role

W/C 9<sup>th</sup> February 2026 - Contract to start

March - May 2026 - Delivery of workshops

Summer 2026 – Exhibition of findings

Summer 2026 – Evaluation and project completion

## **Fee**

The anticipated fee for this work is between £4,000 - £5,000 based on an expectation of approx. 20-25 days' work, depending on the level of experience & freelance rate applied.

Travel expenses agreed in advance will be provided, capped at a value of £250.

This is a freelance contract. The producer will be liable for their own tax, insurance and pension contribution. This is not an employment contract.

## **Application Process**

Candidates wishing to apply should submit:

- a CV (a description of their relevant work history and any relevant training, learning and skills)
- a letter or email (no more than 2 sides of A4) explaining why they would like the role & why they think they have the relevant experience and skills to deliver the brief.
- An itemised quotation for their fee detailing the number of days anticipated to complete the work and the daily rate applied.

We will obtain references from the successful candidate before appointment.

You are welcome to supply this information in video or audio format (no longer than 5 minutes, please) if you prefer. If you require any other support to apply, please contact us to discuss how we can support your application.

For informal enquiries, please email Bex Foscett at [Bexf@bedfordcreativearts.org.uk](mailto:Bexf@bedfordcreativearts.org.uk) or call 01234 818670.

## **Deadline for applications**

Applications to be submitted by 12pm on the 26<sup>th</sup> of January 2026.

## **Interviews week**

Interviews for the role will take place week commencing the 2<sup>nd</sup> of February 2026.

Please submit applications to: [office@bedfordcreativearts.org.uk](mailto:office@bedfordcreativearts.org.uk)

## **Eligibility**

We welcome applications from people at various stages of their career and from a variety of demographic backgrounds.

We would ideally like to appoint a Bedfordshire based candidate with easy access to Kempston and priority will be given to locally based applicants.

An Enhanced DBS check will be required for any unsupervised work with the community.

The producer will need to be able to travel independently to and from locations in Kempston and our store at Brickhill Drive, Bedford, therefore a driving licence and car is desirable.

### **About Bedford Creative Arts**

Bedford Creative Arts is a contemporary arts organisation that has worked across Bedfordshire for 40 years. It is committed to commissioning high quality art in communities, working with people to make great art in response to the place where they live. We work at different levels, from light participation to deeper collaborative projects between artists and the public. Throughout our work we seek to make new work that is accessible and engaging for audiences and questions and develops social practice within contemporary art. Bedford Creative Arts is an Arts Council England national portfolio organisation.

[www.bedfordcreativearts.org.uk](http://www.bedfordcreativearts.org.uk)

### **Equal Opportunities**

Bedford Creative Arts values inclusivity and strives to ensure equal opportunities for all. This means that all applications will be judged on the candidate's individual merit and abilities in relation to the brief for the role and no applicant will be unfairly discriminated against based on any protected characteristic (as defined by the Equality Act 2010) or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We acknowledge certain demographics are often under-represented in the arts and in our areas of work and therefore we especially encourage applications from diverse ethnic backgrounds, those with a disability, and those with less formal educational qualifications. We will not prejudice any applicants that do not come from one of these backgrounds if they have the skills and knowledge needed to deliver the role however, we may take positive action to support representation where this can be shown to be justifiable.

If you require an alternative method of application in order to fairly access this recruitment process, please contact us on [info@bedfordcreativearts.org.uk](mailto:info@bedfordcreativearts.org.uk) or 01234 818670.

### **Privacy Notice**

Bedford Creative Arts (BCA) complies with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 under the control of its Information Governance Policy. Your information will be stored confidentially and only be used for the purposes of selection for the role applied for. Your information will not be transferred outside the organisation. By submitting an application, you are indicating that you are content for your details to be stored by BCA for the purposes of handling this recruitment process until such time as all appointments are made. All application information from unsuccessful applicants will be safely destroyed unless you give us permission to retain it in our Talent Bank for the purposes of informing you about other future opportunities which may be of interest.