

Community Lead Facilitator Brief

Do you want to be part of shaping GY28 with communities at the heart?

Grimsby is bidding to become the first UK Town of Culture 2028 – and we’re looking for an experienced skilled facilitator who can engage with communities from a diverse range of backgrounds to help shape an ambitious, community-led cultural programme at the heart of the bid.

This is a unique opportunity to play a key role in a nationally significant project, helping to tell Grimsby’s story and showcase its creativity, heritage and cultural ambition on a UK-wide stage.

ABOUT THE ROLE

Working closely with the Town of Culture team, you will:

- Ensure strong local community voice, inclusion and participation throughout working with community (plan) leads, creative programme lead and young people lead to develop the engagement programme
- Liaise with named Community Plan leads to identify engagement opportunities (existing and new) and create a schedule of engagement activity - this can be through various methods and we’re particularly keen on exploring this through creative activities to maximise engagement and responses
- Prepare and coordinate attendance at engagement sessions in safe supportive spaces including venue hire, refreshments and access requirements
- Develop session briefs and facilitator notes to utilise in the engagement activities with purpose, creativity and inclusion as key considerations for how community voices are gathered
- Communicate with named Community Plan leads, groups and organisations to promote the engagement activities
- Lead and deliver the community sessions to ascertain thoughts about GY28 responding flexibly to the needs of the group, adapting sessions as required
- Ensure community participants are meaningfully involved, listened to and supported throughout their participation.
- Support community participants to build confidence, skills and understanding through their involvement.

- Ensure safeguarding, consent, data protection and risk processes are followed
- Identify gaps in engagement and deliver additional sessions to maximise engagement and representation from communities
- Collate information from community led sessions and seek to identify representatives for a GY28 Citizen's Panel and volunteer roles for the duration of the celebration year
- Provide regular updates on the programme development to the Town of Culture subgroup and lead coordinator confidently and positively responding to feedback
- Contribute to a high-quality submission to the Department for Digital, Culture, Media & Sport in conjunction with the lead coordinator and subgroup
- Develop and deliver the community engagement programme, presenting information appropriately in a concise insightful document (as identified in the guidance) that includes:
 - o A high- level overview of programme activities undertaken
 - o Recommendations for potential partners and delivery methods
 - o Details of community involvement for all activities undertaken including contribution, participation and decision-making
 - o Identify locally relevant key themes and patterns translating community feedback into meaningful insight
 - o Formation and make-up of the GY28 Citizens Panel

WHAT WE'RE LOOKING FOR

We're seeking someone who:

- Has proven experience of planning and delivering engagement activities within communities
- Is a confident facilitator and collaborator able to adapt sessions to different needs
- Is well connected across the local voluntary and community sector with a broad network of contacts to support partnerships and delivery
- Can encourage communities to share their ideas through relationships with local residents and partners
- Is passionate about embedding inclusion, diversity and community impact & legacy across a programme

KEY DETAILS

- Further information on the application process can be found here: [UK Town of Culture 2028 Full application: Guidance for bidders - GOV.UK](#)
- The timeline for this work is short with the full bid to be submitted by 5pm on 30th November 2026
- Contract: Freelance / consultancy
- Duration: Approx. 20 days over 2 months (from Sept 2026)
- Fee: Up to £10,000 (incl. VAT, travel and expenses, venue hire & refreshments, access requirements, marketing & creative documentation (photo/video) and creative activities as part of engagement sessions). Proposals should not exceed this and should provide details of proposed day rate and total project fee with a budget breakdown.
- Location: Flexible (with engagement in Grimsby)
- Deadline: Tuesday 1 September 2026, 14:00
- Expected award: By Friday 4 September 2026 with inception meeting w/c 7 September 2026
- The successful applicant will be required to sign a Confidentiality/Non-Disclosure Agreement.

APPLY

To apply, please send your CV and a covering letter (max 2 sides A4) by Tuesday 1 September at 14:00 to create-northeastlincolnshire@nelincs.gov.uk outlining how you meet the full brief with specific reference to the following:

- How will you demonstrate collaborative community leadership to deliver this brief?
- How will you empower and actively include local communities in shaping the Town of Culture programme?
- Your skills, knowledge and experience in delivering this brief including your commitment and availability for the required period.