

# OPPORTUNITY

## Creative Medway Theme Working Groups

### Key role elections

In mid-November we will be hosting the first meeting of the five Creative Medway Theme Working Groups. At these meetings we will be supporting the election of the key roles, before handing over the running of the process to the role-holders.

We want you to be involved. Please read on to find out how.

After nearly twelve months of consultation (with a little COVID-related break in the middle), we are at the exciting stage of turning discussions into action, starting to build the delivery mechanism and getting on with delivering Medway's new Cultural Strategy.

The new structure for Creative Medway is a radical shift from previous models. It reflects the consultative process and shared delivery needed in achieving Medway's ambitious vision.

#### **Appointment of Key Roles in Theme Working Groups**

This November, the key roles in the Theme Working Groups will be recruited and we will need your help. The Theme Working Groups will be made up of those interested in developing and delivering the ambition of the work strands for each of the Themes developed in the Strategy. Membership of the groups is active and self-selecting. Anyone is invited to join any one or more of the groups. One of the agenda items for this first meeting will be group membership and who else needs to be there.

To ensure the Theme Working Groups run smoothly and transparently, each group will annually elect three roles: **Facilitator**, **Yoda**, and **Champion**.

The role descriptions for each of these can be found at the end of this document. In overview, the roles invite you to share your experiences and skills to help support how the Theme visions are delivered in Medway and beyond by:

- Attending four or five two-hour meetings a year at an accessible venue in Medway (some meetings may happen online)

- Attending selected pre-meetings to aid the smooth operation of the theme's working group
- Offering advice and championing the Theme Group's work
- Taking preparation time in advance of meetings
- Attending the Creative Congress Annual Meeting.

### **Who are we looking for?**

We welcome interest from people who live and work in Medway and who are passionate about the place and the people in it. We also welcome interest from those outside of the Medway area who are interested in the Theme Working Group's vision and area of work.

We want the Theme Working Groups to reflect the diversity of our local community, and we especially welcome expressions of interest from underrepresented voices in culture and creativity, including disabled, Black, Asian and ethnically diverse members of our community, and people of all ages.

For this year in particular, as we begin this new model of working, we are particularly looking for people who have experience in getting things started, facilitating and bringing others together, and ensuring inclusion.

### **Interested?**

You can simply book a place at the meeting, and there you can indicate your interest and reasons for standing .

However, it would be most helpful for everyone – particularly as some of the groups may be large – if you could send an expression of interest in advance of the meeting.

If you can't make this particular date but are interested in standing, then please send an expression of interest and it will be considered at the meeting by those attending.

Please send an expression of interest in whichever format suits you best: a short email saying hello, a video message, an audio file. This should explain why you think you should do this role. Email it to [info@gjgconsultancy.com](mailto:info@gjgconsultancy.com) (or call 07980 853910 to leave it as a message) by 12th November 2020. Please note that to make it fair for all, and so all can be read/listened to, your expression of interest must be SHORT – no more than 300 words or two minutes.

### **Interested in the vision and supporting the work but don't want an elected role?**

Your views are just as important. We need a wide membership of all Theme Working Groups. Come along to the first meeting and help elect the roles, and share this widely with others you feel should be there.

### **Election of the key roles**

The key roles will be elected at the first Theme Group Meeting by attenders of the meeting. Dates for these meetings are below with a link for booking a place through Eventbrite.

At the first meetings, those attending will look at all the expressions of interest for key roles in that theme and will ask if there are any more on the day. Elections will be held for each of the three

roles and, where more than one person has put themselves forward, those present will vote (through an online secret ballot) for the person they feel will best deliver the role.

## Theme Working Group meeting dates

Connectivity Theme Working Group: 09.00 to 11.00 Friday 13 November

<https://www.eventbrite.co.uk/e/connectivity-theme-working-group-tickets-126795279093>

Shared Ambition Theme Working Group: 10:00 to 12:00 Monday 16 November

<https://www.eventbrite.co.uk/e/shared-ambition-theme-working-group-tickets-126796570957>

Spaces & Places Theme Working Group: 10.00 to 12.00 Thursday 19 November

<https://www.eventbrite.co.uk/e/spaces-places-theme-working-group-tickets-126799738431>

Creative People Theme Working Group: 10.00 to 12.00 Friday 20 November

<https://www.eventbrite.co.uk/e/creative-people-theme-working-group-tickets-126799804629>

Community Engagement Theme Working Group: Wednesday 18 November 17.30 to 19.30

<https://www.eventbrite.co.uk/e/community-engagement-theme-working-group-tickets-126799995199>

## Role Descriptions

Theme Groups Meetings will be held quarterly apart from in specific circumstances where more are needed. Role holders (Facilitator/Yoda/Champion) will also need to meet separately between the Theme Working Group meetings to ensure effective management of the groups.

**Theme Facilitator:** The Facilitator is the main administration role for each Theme Group. They ensure meetings and activities are noted, membership happens smoothly and good relationships within groups are maintained.

- Organises date, time & place
- Facilitates discussions within the group in order to achieve long term ambition of the group
- Responsible for the enabling of people within Working Group
- Responsible for enhancing and extending composition of group – for example, contacting and co-ordinating with potential new attendees as identified by the group as a whole
- ‘The glue that holds everything together’ acts as the point of contact and holds information; ensures meetings are noted and recorded (there may need to be support for the Facilitator)
- Facilitator support will be in position to bring on a new wave of post-holders after the serving Facilitator reaches end of service.

**Theme Champion:** The Champion acts as a chair and external advocate for the activities of the Working Group. Champions will also sit on the Core Group and work to ensure the activities delivered to fit the overall vision of the Strategy.

- The face of the group (but not the ‘owner’)
- Goes out to network on behalf of the theme

- Responsible for sourcing and bringing external people in when needed, possibly including people from other Working Groups
- Promotes the group theme and attends sessions of the Central Compact
- Keeps an eye on the big picture strategy of the group – making sure long-term aims are on track
- Keeps an eye on diversity/intersectionality issues.

**Theme 'Yoda':** The theme Yoda is the conscience of the Theme Group, and an expert in the Theme area. They offer critical reflection and challenge, and ensure that each Working Group works within the values of the overall Strategy and delivers to the Theme's own vision.

- Should be an expert in the Theme domain
- Cares for the well-being of the Facilitator and will act as a sounding board for them
- Maintains checks and balances within the Theme Working Group, potentially by playing 'devil's advocate', for example: "Are we hitting the objectives of the group?"
- Sets and maintains group boundaries
- Reinforces support for range of visions, views and ideas – represents the need to look for learning in the Working Group, draw from all presented ideas, and support all contributions e.g. 'there is no such thing as a bad idea'
- Applies diplomacy if/when disagreements happen/when things go wrong
- Looks outwards – helps to identify and approaches 'wildcards' when group feels new skill sets need to be added.