BRISTOL REFUGEE FESTIVAL



Freelance Producer

Recruitment Pack

October 2026

Pack Contents:

1. Overview of role
2. About Bristol Refugee Festival
3. Role description & person specification
4. Key dates & how to apply

Dear Applicant,

Thank you for expressing an interest in the post of **Freelance Producer**.

This is an exciting opportunity for an experienced Freelance Producer to lead on our new Refugee Leadership Development Programme. The programme will support seven refugees in Bristol to develop skills in leadership, event production and community development within the arts and culture sector. The Freelance Producer will coordinate the programme and support participants from recruitment and orientation through to event delivery and evaluation.

About Bristol Refugee Festival

Bristol Refugee Festival (BRF) is a small Community interest Company (CIC) with a big impact. Established in 2017 in response to a growing programme of events around refugee week and to show Bristol as a welcoming and inclusive city, ready to embrace and celebrate its new arrivals.

Our community outreach programme has developed rapidly since its conception in 2020 and has seen a year on year increase in the numbers of communities and individuals involved in our activities throughout the year. We are experienced at celebrating diversity, connecting people and creating meaningful opportunities for refugees and asylum seekers to contribute to their communities.

We are a currently a small, but skilled and committed part-time team of 4 supported by:

- Board of Directors
- Lived experience Ambassadors
- Volunteers
- Freelancers
- Partners

We endeavour to place refugees and asylum seekers at the heart of our operations and are a member of BRASP, a partnership of 15 organisations supporting refugees and asylum seekers in Bristol to enjoy healthy and fulfilling lives in Bristol, have a voice and their needs are met by an effective, unified and sustainable sector.

BRF Vision

- Refugees and asylum seekers feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

BRF Mission

- Bristol Refugee Festival supports and facilitates newly arrived and settled communities to come together in celebration of inclusion and diversity through a year-round programme of events, with an annual cross art-form Festival at its core.

BRF Values

- ***Celebration*** Celebrating and embracing our differences whilst recognising our similarities.
- ***Inclusion*** Valuing all voices and the sharing of culture, skills and knowledge.
- ***Collaboration*** Building strong relationships with individuals & organisations whilst working towards a shared goal.
- ***Integrity*** Ensuring the community we serve is always at the heart of all our work.
- ***Respect*** Believing we are all equal and deserve to be treated with dignity and respect.

Organisation Aims

- To celebrate and value the contribution of refugees and asylum seekers enabling them to engage with and be more active members of their community.
- To bring settled local residents and newly arrived refugees and asylum seekers together to build strong relationships in and across communities.
- To improve the health and well-being of refugees and asylum seekers and reduce social isolation.

Strategic aims (24-27)

- Bristol Refugee Festival will become a more effective, resilient and sustainable organisation.
- Refugees and asylum seekers will have voice and influence and decision-making over the activities provided by Bristol Refugee Festival.
- Bristol Refugee Festival will deliver a clear, relevant, high-quality programme of activity across Bristol and the neighbouring areas.

Job Role - Freelance Producer

Key Details

Location: St Pauls, Bristol (hybrid)
Contract period: December 2026 – July 2027
Fee: £4,400
Hours: 22 days based on an 8 hour day
Reports to: CEO

About the programme

Our Refugee Leadership Development Programme will support seven refugees in Bristol to develop skills in leadership, event production and community development within the arts and culture sector.

Participants will take part in five facilitated training sessions. They will then work together to plan and deliver an event as part of the 10th anniversary edition of Bristol Refugee Festival (BRF) in June 2027.

The programme combines training with practical work experience, supporting participants to build confidence, develop professional connections and explore routes into employment and volunteering within BRF and our wider network.

The programme is planned to run for two years. This commission covers delivery of Year One.

Purpose of the role

We are looking for an experienced freelance producer to coordinate the programme and support participants from recruitment and orientation through to event delivery and evaluation.

You will be the cohort's main point of contact, coordinate training arrangements and provide practical guidance as participants develop and deliver their event. A central part of the role is enabling participants to make decisions, take responsibility and develop their own approaches to leadership and production.

You will work closely with BRF staff, training facilitators and festival partners.

Main responsibilities

Recruitment and orientation

- Support BRF's open call through relevant community networks and organisations.
- Respond to programme enquiries and help applicants understand the opportunity and application process.
- Support BRF to select a cohort of seven participants.
- Coordinate an orientation session, introducing the programme, expectations and available support.
- Work with participants to identify their interests, development goals and access requirements.

Training coordination

- Coordinate the delivery of five training sessions from February to March 2027.
- Liaise with appointed facilitators and venues, confirming schedules, practical arrangements and participant information.
- Attend sessions as the programme's main point of contact and support participants' engagement.
- Arrange agreed access support with BRF and maintain clear communication with the cohort.
- Gather feedback and identify any adjustments needed as the programme progresses.

Specialist training will be delivered by appointed facilitators. The producer is responsible for coordinating and supporting this delivery.

Cohort-led event production

- Support participants to develop and deliver an event at Bristol Refugee Festival in June 2027.
- Guide the cohort through allocating roles, budgeting, scheduling and coordinating event logistics.
- Provide practical support that enables participants to lead the work and apply their training.
- Liaise with BRF staff and relevant partners to integrate the event into the wider festival.

Programme coordination and participant support

- Manage the agreed programme delivery budget, maintain spending records and flag changes to BRF.
- Keep a clear schedule of activity and provide concise progress updates.
- Work within BRF's safeguarding procedures and agreed boundaries of support.
- Flag relevant employment, volunteering and further development opportunities for participants within BRF and partner networks.

Evaluation and handover

- Coordinate a cohort debrief in July 2027.
- Gather participant feedback and evidence of learning, skills development and programme outcomes.
- Produce a concise evaluation and handover report with recommendations for Year Two.

Person Specification

Please refer to the essential criteria in the person specification (see below) when writing your cover letter.

We are looking for someone with the following knowledge, skills and experience, however we will be flexible if we feel someone is an overall good fit for the role:

Essential Skills and Experience

- Experience coordinating a training, professional development or participatory programme.
- Experience producing arts, cultural or community events, including delivery.
- Experience working collaboratively with communities and supporting people to develop and deliver their own ideas.
- Understanding of the barriers refugees and people seeking asylum may face in accessing cultural opportunities, training and work (either through lived experience or work experience).
- Experience managing budgets, schedules and relationships with facilitators, venues or delivery partners.
- Strong communication and organisational skills, with the ability to act as a reliable point of contact.

- Understanding of accessibility, safeguarding and participant wellbeing, including recognising when specialist support is needed.
- Ability to work independently within agreed hours and communicate priorities and concerns promptly.

Desirable Skills and Experience

- Experience working with refugee-led organisations or within the refugee and sanctuary sector.
- Experience mentoring emerging producers, community organisers or volunteers.
- Knowledge of Bristol's arts, cultural and community networks.
- Experience evaluating a programme and knowledge of evaluation methods.

We welcome experience gained through paid work, volunteering and community organising. We particularly welcome applications from people with lived experience of seeking asylum or forced migration.

Working arrangements

The commission has a total fee of £4,400, based on 22 days between December 2026 and July 2027. The distribution of days will be agreed with the successful producer, with greater availability required during training and festival delivery.

The location of work will be split between BRF's office at Docklands Community Centre in St Paul's, remote working and on-site locations for the training and festival.

BRF will provide organisational support, including communications, safeguarding oversight and coordination within the wider festival.

Key dates & how to apply

Application deadline: Monday 16th November 2026, 5pm
Interviews: Week commencing 30th November
Expected start: December 2026

How to apply

Please send:

- A CV.
- A cover letter explaining your interest in the role and how your experience meets the essential criteria in the person specification (max one side of A4).

Applications and enquiries: Please send your cv and cover letter to info@bristolrefugeefestival.org with the subject line 'Freelance Producer Application' by Mon 16th November and your email will be acknowledged. Please get in touch if you have any questions. We will not accept late applications.

We also ask that you complete an equal opportunities monitoring form **here** as this gives us valuable information about who is applying for our roles helping us ensure we are being fair and inclusive. This information will be anonymous and won't influence the recruitment process.

What will happen next:

After the closing date has passed, our recruitment panel will take some time to review the applications and will make a shortlist of the candidates they would like to invite for an interview. The interview will be a chance for us to get to know you and we will ask you questions that will help us to understand how your skills and knowledge make you the right person to fill the role.

We are proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at https://www.ebeemployment.org.uk/ebe which may help in preparing your application.