

Cricklewood Community Play Association

Financial assistance is being sought towards the funding of the post of Community Play Co-Ordinator for the Cricklewood Community Play Association, a major integrated arts project. The task will involve:

- 1 Establishing the Community Play Office
 - (a) Keep complete and accessible records of all community play activities.
 - (b) Establish a system of up to date information for postal, telephone and drop-in enquiries.
 - (c) Establish a register of volunteers.
 - (d) Establish a register/index of jobs and tasks which volunteers can do.
 - (e) From October 1993 establish and run the Play Box Office and Play Publicity.

- 2 Opening the Community Play Office
 - (a) Organise regular opening times for the office, by own attendance and by organising a rota of volunteers.
 - (b) Welcome and encourage people to drop-in and get involved.

- 3 Publicising the Community Play in Cricklewood and North London
 - (a) Take responsibility for publicity and presentation of the office.
 - (b) Organise circulation of photographic and other exhibitions.
 - (c) Organise the distribution of the regular bulletins, minutes, posters etc via establishment of a distribution network.

- 4 Working with Voluntary Members of the Association
 - (a) Make links with local establishments where an interest in participation has been expressed. Generate enthusiasm for involvement within local groups from schools to youth clubs and pensioners groups. This will continue to extend the access of the project to the people of Barnet.
 - (b) Work with voluntary members to encourage their involvement, taking on responsibilities, new initiatives and areas of work.

Secretary to the Association.

- Attend all general meetings of the Association.
- Servicing the Association when the voluntary secretary is unavailable in the production and distribution of minutes, newsletters and correspondence.
- Keep a weekly petty cash record.
- Co-ordinating distribution of correspondence to relevant committee members.
- Servicing other project workers (Director, Designer) in establishing their work.
- Continue to seek and process additional funding, emphasis being on the Private Sector.

The Co-ordinator will have a crucial role in encouraging people to get involved with the workshops and play whether by writing letters, arranging meetings, preparing publicity and most importantly, personal contact and encouragement.

Mr Bramwell Osulu of London Borough Grants Scheme has indicated strong support for the project and is available to talk on potential funders on telephone () Similarly, John Roseveare from Brent Council has indicated the Borough's intention to give financial and other support;