

# Expression of Interest

## Community Advisory Group - UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition

### Key information

Publication type: General

Publication date: Monday 19 February 2024

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## 1. Introduction

The GLA would like to recruit a small cohort of advisers to join a Community Advisory Group (CAG). The aim of the CAG is to contribute knowledge, experience and support to the development and vision of City Hall's event commemorating the UNESCO Day for Remembering the Transatlantic Slave Trade and Its Abolition, scheduled for 23 August 2024. As a CAG member you play a crucial role in helping shape and guide this event to ensure it reflects both the subject matter and the community that it reflects.

## 2. Background

City Hall holds this important event each year on 23 August, to coincide with the UNESCO International Day for Remembering the Transatlantic Slave Trade and its abolition.

## **2.1 Why Participate?**

- To contribute to forming the overall vision of this event within the Mayor of London's event programme, ensuring the community is at its heart.
- To consult on best practices for engagement and communication with Black audiences, wider audiences, communities and Londoners.
- To provide similar event and sector expertise, and to share experience and feedback.

### **2.1.1 Requirements**

- Must be able to commit to serving as a community advisory member over the course of two events. The term runs from 1 March 2024 and 1 November 2025, and covers the 2024 and 2025 events.
- Must be able to attend CAG meetings as and when requested. This is anticipated to be up to nine meetings in each event year.
- Must participate in, and attend, both live event dates in person.
- Must be confident and experienced in community engagement, specialist topic areas and Black History.

## **3. Areas of expertise**

Listed below are all areas of expertise covered by our staff. We welcome the CAG's further support in any areas among these you feel you are strongest in, or simply have the most interest in. We are also open to suggestions to explore other areas.

Our areas of expertise are:

- advising on programme content, which includes potential speakers, performers and their requirements;
- ensuring the event reflects the history and sensitivity of the time

- contributing to theme ideas
- community engagement

Whilst artwork and branding (and final decisions on this) sit within the GLA and its creative department, we would welcome ideas and suggestions to input into the creative brief.

If you have a specialist area, please do state this, so we can consider skills across applicants when the CAG is being developed.

We anticipate that the advisory group will be made up of seven members.

## **4. Planning, delivering and evaluating the event**

- We anticipate that there will be approximately six to eight meetings in the lead-up to the 2024 event, each lasting up to 60 minutes. These will be on pre-agreed dates, either in person or online (via Zoom).
- We anticipate at least one post-event ‘wash-up’ meeting lasting up to 90 minutes. These will be on pre-agreed dates, either in person or online (via Zoom).
- Members must attend, in person, the 2024 and 2025 Remembering the Transatlantic Slave Trade and Its Abolition events. In this way the member can be an advocate for, and champion of, the event.

## **5. Expenses and access**

This is a voluntary role. Appointees will be entitled to be reimbursed, in accordance with the GLA’s Expenses and Benefits Framework, for travel and other expenses reasonably incurred in performing their role with the CAG.

We are committed to creating an inclusive structure. Support will be considered to ensure individuals working as independent practitioners, or in small civil society organisations or charities whose capacity to take part may be limited, can participate.

Access provisions, where required, will be in place during the meetings to ensure inclusivity.

## **6. Skills and experience**

We are looking for a diverse range of people who represent London's Black communities and organisations; understand history, cultures and traditions (old and new); have valuable knowledge; are comfortable being part of a diverse group; and are willing to listen to others, and to diverging views.

## 7. Key dates

- **Monday 19 February – Thursday 14 March:**  
Expression of Interest open for applications
- **Monday 18 March:**  
Shortlisted applicants contacted
- **Thursday 21 March and Friday 22 March:**  
Informal interviews (via Zoom or Microsoft Teams)
- **Monday 25 March:**  
Successful applicants confirmed
- **Monday 15 April:**  
Glitch Charity call – must join ahead of the CAG launch meeting
- **Thursday 18 April:**  
CAG launch meeting at 4:30pm

## 8. How to submit an application

Please send a short statement (no longer than 500 words), or a short video clip (less than three minutes), to [BHM@london.gov.uk](mailto:BHM@london.gov.uk) answering these questions:

2. Why do you want to be a member of the CAG?
3. What are your experiences and or knowledge with Black history, culture, and events?
3. What experience and or knowledge can you bring from the perspective of your organisation / membership body, if any?

**Deadline: 11.59pm on Thursday 14 March 2024.**

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