

**JOB DESCRIPTION Community Engagement Practitioner**

**March 2024**

<b>JOB TITLE</b>	Community Engagement Practitioner
<b>CONTRACT STATUS</b>	Full-time, permanent
<b>SALARY</b>	£26k per annum
<b>HOURS</b>	<p>The usual working day is 9.30am to 5.30pm Monday to Friday.</p> <p>Given the nature of this post, there will be occasional early starts and evening / weekend work requirements.</p> <p>You will be required to work off-site for project specific delivery.</p>
<b>RESPONSIBLE TO</b>	Head of Creative Learning
<b>RESPONSIBLE FOR</b>	<p>Work experience students</p> <p>Placement students</p> <p>Yvonne Arnaud volunteers</p>
<b>KEY WORKING RELATIONSHIPS</b>	<p>Internal:</p> <p>Head of Creative Learning</p> <p>Fundraising Manager</p> <p>Marketing Manager</p> <p>Production &amp; Technical Staff</p> <p>Box Office &amp; Reception Manager</p> <p>Front of House Manager</p> <p>Yvonne Arnaud Volunteers</p>
	<p>External:</p> <p>Freelance Practitioners</p> <p>Community partners based at Surrey youth, voluntary and community services and other groups.</p> <p>Staff based at schools and colleges in Guildford and Surrey and the surrounding areas.</p>

## **JOB PURPOSE**

This post delivers and manages an inclusive and dynamic Community Engagement programme for the theatre.

- The post holder will deliver and manage a programme of high quality, relevant and accessible creative learning projects and activities, connecting local communities and people of all ages with the theatre.
- You will deliver Arts Award and Digital Badging across a variety of projects and activities.
- Under the direction of the Head of Creative Learning, you will work with Surrey based charities, schools and community organisations. You will seek out and form new relationships and ensure existing partnerships are developed in a sustainable way.
- You will provide practical support across all creative learning activity which provides opportunities for people and communities to connect with the theatre. This will include preparing workshop resources and materials, sourcing props and costumes, as well as booking and preparing spaces to deliver an annual programme of activity.

## **THE PERSON**

- You will be an arts practitioner, with demonstrable experience of leading and delivering participatory projects to a high standard for people who have limited access or opportunities to engage with the arts.
- You will have excellent project management skills and the confidence to build and nurture internal and external relationships with people from all backgrounds.
- You will have experience of working with charities or voluntary and community organisations to deliver innovative and inspirational programmes and activities, which attract and engage with diverse audiences.
- The welfare and protection of children, young people and adults is key to the role. An enhanced DBS check is therefore required, and you will observe and comply with our rigorous safeguarding policies and procedures.

## **SPECIFIC DUTIES & RESPONSIBILITIES**

- Working closely with key stakeholders in the local community and others as identified, develop, manage and deliver community focussed participatory arts projects and activity including, but not limited to, Pop Up Play, Family Activity Days, the Showgoers group and Heritage Open Day.
- To deliver and manage the theatre's annual Panto Partnership programme with local schools, charity partners and services.
- To provide practical and administrative support for the delivery of the theatre's annual programme of holiday workshops, including facilitation of certain workshops as required.
- To deliver Arts Award and Digital Badging across community engagement projects for children and young people aged 5-25yrs, including planning evidence capture, assessment of arts logs and moderation administration.

- To lead backstage tours and careers activity for schools and key community partner groups.
- To provide practical and administrative support for the delivery of educational workshops, including facilitation of certain workshops as required.
- To develop, manage and deliver the Theatre's annual work experience programme and Creative Careers Morning.
- To deliver and manage the annual Discover Theatre project in partnership with local SEND schools.
- To administer and monitor the theatre's bursary programme across all creative learning workshop activity.
- Maintain accurate records and capture data, project outcomes and details of participants and funding in order to support comprehensive evaluation of all projects.
- As directed by the Head of Creative Learning, manage allocated budgets for community engagement projects and activities.
- To develop and maintain partnerships with key stakeholders in the community.
- To liaise with other departments to ensure effective internal communication and collaboration in respect of the community engagement programme, and to champion the programme to other staff.
- To work with the Marketing and Communications department to ensure the effective promotion of the community engagement programme and projects.

## **GENERIC DUTIES & RESPONSIBILITIES**

- To demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- To comply with the Theatre's Safeguarding Policy and Procedures at all times.
- To comply with all legislative, regulatory and policy requirements as appropriate.
- To comply with the Theatre's Financial Regulations and Financial Management Procedures.
- To observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- To demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work and show commitment through everyday practice in the role.
- To work in accordance with and promote the Theatre's environmental sustainability policy and practices.
- To work continuously to improve individual knowledge, skills and behaviours for the current role and, for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- To attend and contribute to staff meetings as required.
- To participate in Theatre events when required including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- To undertake such other duties as may reasonably be required from time to time.



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Proven record of developing, and leading community-based arts participation projects/ programmes/ activities</li> <li>• Ability to independently facilitate practical sessions with children, young people and adults</li> <li>• Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels</li> <li>• Ability to generate imaginative solutions to creative challenges</li> <li>• Ability to forward plan workload and manage relevant risk processes</li> <li>• Excellent budget management skills</li> <li>• Ability to communicate and negotiate clearly and effectively, both orally and in writing, with a wide range of individuals</li> <li>• Excellent administrative and organisational skills demonstrating accuracy and attention to detail</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Basic knowledge and/or experience of monitoring and evaluation frameworks</li> <li>• An understanding of the UK education system, structure and curriculum</li> <li>• Awareness and understanding of safeguarding and child protection procedures and best practice</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge and awareness of community groups and charitable organisations in Guildford and Surrey</li> <li>• Knowledge of theatre and live entertainment</li> <li>• Working knowledge of GDPR</li> <li>• Knowledge of Arts Award</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Completion of secondary Higher Education with a high level of literacy and numeracy</li> <li>• Evidence of continuing professional development (attendance to seminars, conferences, training courses, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• A theatre or arts related degree, or suitable creative based vocational qualification or experience</li> <li>• Certified Arts Award Adviser</li> <li>• A First Aid qualification or willingness to undergo training</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Managing and producing participatory arts workshops, projects or programmes</li> <li>• Workshop design and delivery</li> <li>• Working directly with a range of people which could include children, young people and adults</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering Arts Award</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• A motivated self-starter looking to apply energy and enthusiasm to achieve excellent results</li> <li>• A strong understanding of, and commitment to equality and inclusivity</li> <li>• A desire to remove barriers which prevent people from accessing the arts</li> <li>• Enthusiasm for working with people of all ages and from all backgrounds in an arts setting</li> <li>• Ability to work collaboratively as well as independently</li> <li>• Proactive and problem solving</li> </ul>	