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**JOB DESCRIPTION**

**Job title: COMMUNITY PROJECTS COORDINATOR**

**Responsible to: CREATIVE LEARNING DIRECTOR**

**Responsible for: NONE**

**Key Relationships: ARTISTIC DIRECTOR AND CHIEF EXECUTIVE, YOUNG ARTIST AND PARTICIPATION PRODUCER, COMMUNITY AND LEARNING PRODUCER, HEAD OF DEVELOPMENT, TECHNICAL MANAGER**

**Budget responsibility** **Variable**

**Salary** **Salary in the range £26,159 to £29,066**

**Purpose of Post**

To provide coordination, development and delivery support for Derby Theatre’s partnership and creative projects, helping to ensure that they are delivered to the highest quality and standard. To provide communication between partners, providers and community settings, including schools and Early Years settings to ensure that the projects run smoothly, safely, and meet the needs of service users.

**Key responsibilities**

* To provide strong coordination for particular programmes or programme strands, ensuring clear delivery and communication with partners. These projects may often be across partnership programmes led by Derby Theatre and include Derby’s Cultural Education Partnership (DCEP) and any DCEP projects, Youth Alliance, schools and library programmes and the Eagle Awards. Projects include large schools’ programmes, Cultural Campus Days, Early Years projects, international work and Creative Mentoring. The projects will be overseen by the Creative Learning Director or other roles but this post may often work independently too taking the lead on certain strands when appropriate
* To support with the collection of research, monitoring and evaluation data, collating these onto databases and into reports when necessary, including the Creative Learning Calendar and Illuminate
* To demonstrate a high level of customer service: answering telephone queries, emails, meeting and greeting visitors in a professional manner and occasionally attending meetings on behalf of the project teams
* To support on the coordination of any research activity that may relate to projects, ensuring that it is disseminated to stakeholders
* To liaise with artists, practitioners and participants ensuring efficient and safe delivery of project activity by practitioners and partners
* To keep abreast of changes to safeguarding practice, to update the safeguarding policy and disseminate updates to staff as appropriate
* To coordinate dates for activities taking place in the theatre, at partner venues or in the community
* To support on fundraising activity for partnership projects from trusts and foundations
* To support on the delivery of creative project activity, assisting lead artists and practitioners
* To ensure that diverse community voices are actively heard and incorporated into future planning, supporting actively in meetings and events where this is carried out
* To coordinate and support the smooth running of training programmes for creative practitioners and staff
* To write copy and support the Marketing Team to produce marketing materials as appropriate, ensuring the website is up to date
* To help develop work with, by and for particular communities

**General Office Systems & Administration**

* To provide administrative support for DCEP meetings, other partner meetings and Safeguarding Group meetings, including collating and circulating papers, booking meeting rooms and producing minutes
* To contribute to Derby Theatre monitoring and evaluation statistics and reports as and when required, such as the Arts Council England Annual Survey
* To issue contracts, raise POs and keep financial spreadsheets up to date

**General**

* To keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the organisation
* To keep abreast of developments in community issues and local developments including Black Lives Matter, festivals and events
* To take an active role in the team and staff as a whole, and to attend team, or cross-organisation meetings as required
* Ensure that Derby Theatre policies, procedures and ethos are observed in every area of the department’s work, and to ensure that General Data Protection Regulations are adhered to as they relate to your role
* To contribute to the development of departmental policies and practices
* To act always in the best interests of Derby Theatre, protecting intellectual property and confidential information at all times
* To carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability
* The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/Desirable** | **Method of Assessment** |
| **Knowledge and Skills** |  |  |
| Excellent communication and interpersonal skills with people of all ages, abilities and backgrounds | **Essential** | Application, interview |
| Good organisational and administrative skills | **Essential** | Application, interview |
| An understanding of education settings and community settings and the needs of the people that use them | Desirable | Application, interview |
| Ability to work under pressure and juggle multiple priorities | **Essential** | Application, interview |
| Experience of Microsoft Office: Word, Excel and Outlook | Desirable | Application |
| Ability to learn new systems quickly (such as Artifax, Derby Theatre’s internal room booking calendar) | **Essential** | Application, interview |
| Knowledge of how equality, diversity and inclusion practice is implemented in Creative Learning work | Desirable | Application |
| Knowledge and understanding of safeguarding practice | Desirable | Application, Interview |
| **Experience** |  |  |
| Experience of servicing creative projects and events | **Essential** | Application, interview |
| Experience of fundraising, which could be in a supporting capacity | Desirable | Application, interview |
| Experience of delivering or assisting on creative community projects | **Essential** | Application, interview |
| Experience of working on your own initiative and taking a proactive approach | **Essential** | Application, interview |
| Experience of or interest in working in a creative environment | Desirable | Application, interview |
| **Personal Attributes** |  |  |
| You will be self-motivated, flexible and thorough | **Essential** | Interview |

**Salary:** £26,159 to £29,066 (pro rata for 21 hours a week)

**Hours:** 21 hours a week. Occasional evening, weekend and bank holiday working may be required

**Holiday:** 28 days, including bank holidays pro rata   
 **Probation:** Appointment will be subject to satisfactory completion of a six-  
 month probationary period.

**Notice**  One month.

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability) and discount in selected Derbion stores.

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website [www.derbytheatre.co.uk](https://www.derbytheatre.co.uk/) to download an application form. **You must fill in this form to apply as no CVs will be accepted.**
2. You may choose to respond to the **PERSONAL STATEMENT** as a video or audio file. If so, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link <https://wetransfer.com/>.
3. If you can, please **save the file as a PDF** with your name in the file name.
4. Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.
5. Email your completed application form, or files to [c.mitchell@derby.ac.uk](mailto:c.mitchell@derby.ac.uk) and complete our Equal Opportunities form which can be found here <https://derbytheatre.co.uk/about-us/work-with-us/equal-opportunity/>

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, Southeast Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.

**WHAT SHOULD I EXPECT IF I AM INVITED TO AN INTERVIEW?**

We aim to make the interviews as accessible and engaging as possible and we want you to talk about yourself and your work experience in a relaxed and friendly setting. We feel an interview should be a chance for you to find out more information about the role and to also get a sense of whether this is the right environment for you.

With this in mind we have designed an interview which will enable potential

candidates to meet members of the team and see some of the spaces where you might be working. As well, of course, a chance to talk about you and your work experience. We will send you examples of some of the questions in advance of the interview and please let us know in advance if you have any special requirements or needs that we might want to consider.

**Closing Date:** **Monday 1st September**

**Interview Date:** **Friday 19th September**