Job Description

Post: Participation Director (PD)

Purpose: To take a strategic role within the company and to develop, manage and deliver a high quality participatory programme with particular focus on children & young people, schools and the local community.

Reporting to: General Manager (GM)

Line Manager of: Youth Theatre Director (YTD) & freelance Participation programme facilitators

Hours 37.5 hrs p.w. – this role will involve some evening and weekend work
Salary £25,000
Holiday 28 days (to include Bank Holidays)
Place of work Company Office at Barton Hill Settlement, 43 Ducie Road, Barton Hill, Bristol BS5 0AX & at other locations as required.

Main responsibilities

Strategy
Working closely with the General Manager (GM), Artistic Producer (AP) & Youth Theatre Director (YTD) the PD has overall responsibility for creating a Participation Strategy, which fits within the overall Business Plan objectives and company core values.

• Create 3 year Participation Strategy, including financial plans and fundraising targets.
• Develop relationships with Bristol City Council key departments: Culture & Leisure and Children & Young People’s Services.
• Keep in touch with local, regional and national priorities for children, families, schools and the wider community.
• Report on progress of Strategy to the Board on a regular basis and be part of one Board committee.

Programme
The PD is responsible for planning a programme of participatory activity which fulfils the objectives of the Participation Strategy.

• Together with AP & YTD, integrate participatory activities fully across the organisation, playing an active role in cross-departmental initiatives
• Support the Youth Theatre Director
• Contract all freelancers who work on the participatory programme
• Deliver workshops and longer-term projects, and identify suitable artists/facilitators to lead the rest of the programme.
• Ensure that participatory work meets required deadlines and is delivered to the highest standard
• Co-ordinate the company’s work experience programme

Management
The PD will work closely with the General Manager to ensure that the Participation Programme is well managed and that all freelance workers implement company policies and procedures.

Participation Director
• Manage freelancers who are working on the different participatory projects and activities
• Act as the lead member of staff for all issues around safeguarding children, young people and vulnerable adults, including keeping the relevant policies and procedures up-to-date and ensuring appropriate training of staff.
• Ensure that everyone employed to work with young people have the requisite CRB check.
• Undertake any necessary team recruitment, induction and staff development reviews.
• Ensure that participation freelancers employ correct and safe working practices in line with TL’s Health and Safety Policy to ensure the welfare of all participants.
• Manage the work experience programme.

Finance & Fundraising
The PD takes responsibility for the financial management of Participation activity, ensuring that it operates within agreed budgets, and takes the lead on fundraising for participation work.
• Monitor budgets for the project in liaison with the General Manager
• Keep accurate financial information for the Finance & Admin Officer
• Liaise with Youth Theatre Director about youth theatre budgets.
• Identify suitable sources and co-ordinate fundraising for participatory work

Marketing
Participation is the least visible area of the company’s work. The PD takes responsibility for raising the profile of the participatory programme
• Work closely with the General Manager to increase external awareness of the company’s participatory work
• Ensure that participants are also aware of the other aspects of the company’s work

Monitoring & Evaluation
The PD is responsible for collecting data needed for reporting to funders and for evaluating each project that is undertaken
• Record data using TL monitoring system.
• Produce a report at the end of each project together with financial report
• Ensure that freelance facilitators contribute to the effective monitoring and evaluation of the project.
• Provide regular reports and updates to TL staff and Board of Trustees, and fulfil funders’ requirements.
• Use evaluation to maintain and/or improve the quality of the programme.

General
• Carry out other duties that might be identified by the company through the General Manager
• Be prepared to work within Travelling Light’s ethos and working practices
• Work within the company’s Health & Safety, Equalities & Diversity policy and other company policies

Other information
• The company operates a six month probationary period
• Travelling Light does not pay overtime, instead we operate a Time Off in Lieu Policy for out of hours working
• The company operates a Pension Plan. New staff can join once they pass their probationary period. In the interim period a stakeholder pension scheme can be opted into.
• Travelling Light’s staff development policy includes provision for staff supervision and training in order to enable staff to deliver the company’s plans more effectively

Participation Director
PERSON SPECIFICATION

Essential

Education & Qualifications
  • to degree level or equivalent

Experience
  • At least 2 years experience of working in a similar role within a theatre company or venue
  • Extensive experience of working with young people

Skills & Knowledge
  • excellent strategic planning skills
  • proven skills in developing and managing a participation programme
  • practical skills in leading drama activities with young people (3-18) in & out of formal education.
  • knowledge of monitoring & evaluating systems, reporting to funders & report writing
  • demonstrable organisational skills: good time management & ability to prioritise
  • proven people management skills
  • fundraising skills
  • proven financial management skills: setting & managing budgets effectively
  • up to date knowledge of National Curriculum & awareness of current education issues
  • good computer skills with the ability to use Microsoft Office

Attributes
  • a commitment to the empowerment of young people
  • ability to work creatively and flexibly
  • a demonstrable passion for theatre arts
  • willingness to learn and develop new skills
  • commitment to excellence and producing work of the highest standard

Desirable
  • Experience of accrediting young people’s work
  • Experience of working with new technology
  • Local knowledge

This post requires a Criminal Record Bureau enhanced disclosure.