



The Kings Theatre Trust Ltd

Job Description

Job Title: Community & Education Outreach Co-Ordinator	Reporting to: KONNECT Manager
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose

To create, deliver and sustain programme of participatory cultural and educational activities and projects that foster creativity, self-expression and enthusiasm for the Arts, enabling all participants to achieve their potential regardless of ability, social-economic background or experience.

The Outreach Co-Ordinator will work alongside the Youth Theatre Co-Ordinator and the Creative Events Co-Ordinator within the new Kings Theatre Department – KONNECT to combine and enhance The Kings Theatre's offerings to the community and help enrich the city of Portsmouth.

Main responsibilities;

- To plan and develop a varied programme of arts and educational opportunities, projects and events to meet the needs of the local community
- To contribute to the development of KONNECT and the Kings Theatre as a community hub through outreach activities and the increased usage of the theatre facilities by local cultural and community organisations
- To plan, budget and deliver events and projects involving partners on a local, regional and international level.
- Personally, plan, lead, co-lead or support specially designed workshops and activities for community groups, whether internally at the theatre or externally at an outside venue.
- To actively explore partnership opportunities with local and regional organisations both commercial and public
- Identify funding opportunities for projects and events and assist in the preparation of funding applications
- Responsible for identifying staffing requirements, management and training of activity staff including volunteers and work placements as well as paid
- To attend meetings to represent the theatre as required.
- Undertake training some of which may take place outside of normal working hours

- Provide support and mentor students through their Arts Award qualifications
- Book venues and ensure appropriate equipment is available, as well as booking and briefing session leaders as necessary.
- Keep accounts, records and other required data and produce reports as necessary.
- Liaise and network with other local groups to collaborate in mutually beneficial activities where appropriate.
- To keep updated with local and national curriculum and plan accordingly.
- To work as an effective member of KONNECT and promote teamwork
- To undertake staff training, some of which may take place outside of normal working hours and attend meetings as directed.
- To attend weekly KONNECT meetings.
- Help plan and create projects/events/opportunities for the community alongside other KONNECT staff members, both internal and external.
- Adhere to all relevant Theatre policies and procedures at all times.
- To assist in the implementation of the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 ensuring personal compliance with specific key health and safety legislation and new systems of work.
- Undertake any other reasonable activity or responsibility as directed by line management.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • Current Enhanced DBS certificate • Proven experience of supporting and delivering projects.
	Desirable	<ul style="list-style-type: none"> • Qualification/training in working with/safeguarding children/vulnerable adults • Experience of working in or knowledge of the education/arts/not-for-profit sector. • Driving License
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> • Experience in using Microsoft Office software including Word, Excel and Access • Good numeracy and literacy skills • Experience of record keeping • Experience of working with children and/or young people/vulnerable adults • Good working knowledge of all H & S legislation with regards to working with and supervising young people • Understanding or experience of working in an education, charity, heritage or arts • Organisation, with excellent interpersonal and communication skills.
	Desirable	<ul style="list-style-type: none"> • Experience of working with people with additional needs and disabilities • Experience of working in partnership with a wide range of organisations in the public, private and\ or voluntary sector. • Experience of project management • Experience of successfully applying for grants and sponsorship • Knowledge of relevant legislation, initiatives, and government strategies relating to the arts.
Interests	Essential	<ul style="list-style-type: none"> • Theatre and the Arts
Disposition	Essential	<ul style="list-style-type: none"> • Self starter • Accepts and seeks responsibility • Capable of performing well under pressure • Ability and will to use initiative • Methodical and attentive to detail • Team player • Enthusiastic • Ability to lead groups

RESPONSIBILITIES AND AUTHORITY

Staff

Supervision of Work Placements and Volunteers. Oversee workshop providers

Financial

Responsibility for ensuring all financial procedures are carried out in line with theatre policy

Professional

N/A

RELATIONSHIPS

Accountable to
Konnect Manager

Contacts with other people:

Internal – theatre staff and volunteers & trustees

External – customers, visitors, workshop providers, promoters and incoming companies

PHYSICAL CONDITIONS**Location**

Main location of work will be the Kings Theatre. The post holder may also be required to provide cover at other locations on occasions as a result of agreed marketing plans, staff shortages, events, functions etc.

Exertion

Normal levels associated with general office duties. Occasional lifting may be required.

Accident/Health risk:

Normal risks associated with an office/reception environment and occasional lifting.

ECONOMIC**Salary**

As stated within contract

Hours

As stated within contract