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Job Description

Participation Coordinator

Responsible to:	Head of Participation
Responsible for:	Freelancers (as appropriate)
Key relationships:	Head of Operations, Head of Programming, Head of Marketing & Communications, Technical and Production Manager
Locations:	<ul style="list-style-type: none">• Southwark Playhouse, 77-85 Newington Causeway, London SE1 6BD• Southwark Playhouse Elephant, Dante Place, 80 Newington Butts, London SE11 4FL
Contract Type:	Permanent, Part Time
Hours:	24 hours per week, although additional hours may be necessary in order to fulfil the post's requirements. TOIL is available according to company policy. Some evening and weekend work will be required.
Salary:	£15,600 per annum (£26,000 pro rata) paid monthly on the 28th of each month
Annual Leave:	28 days in the first year, pro rata, including bank holidays, increasing with length of service thereafter
Probationary Period:	3 months
Notice Period:	2 months (1 month during probation period)

Job Context

Southwark Playhouse's Participation Programme is predicated around the belief that engagement in the arts is a fundamental right for all, regardless of what stage they may be at - and provides benefits far beyond the immediately obvious that benefit the individual and the community as a whole.

The next 6 to 12 months present an exciting time for the organisation as it enters a period of expansion and transition. In 2022, it will open a newly built theatre at the Elephant and Castle, alongside its current premises. This will create an additional 250+seat studio theatre and a

dedicated youth and community space, which will allow us to continue to expand our Participation offering.

Job Purpose

The Participation Coordinator will work closely with the Head of Participation to help manage and deliver the year-round participation programme for the local community. This role will have an administrative and practical focus primarily, but there will be possibilities for the selected candidate to take on creative and facilitation duties where the position requires it.

Detailed Duties & Responsibilities

Programme Delivery

- To be a first point of contact for Participation enquiries.
- Manage and monitor selected Participation programmes as agreed with the Head of Participation.
- Where required, deliver some Participation activity alongside our freelance pool of creatives.
- Alongside the Head of Participation, take an active role in exploring the continued development of our existing participatory programmes whilst also exploring new possibilities and collaborations.
- Be a key point of welcome to all participatory groups working on site at Southwark Playhouse, as well as any artists and creatives working on these projects.
- Work closely with colleagues across the organisation as required to ensure the success of the Participation programme.
- Maintain levels of engagement across both Young and Elders Company, actively seek and recruit new participants and be the point of contact for them.

Financial

- Assist in creating and maintaining accurate financial records
- Assist in setting project budgets and ensure that projects are fulfilled within agreed budgets.

Fundraising

- Assist in the writing of funding proposals and presentations.
- Keep abreast of the latest available funding opportunities and identify appropriate funds for application.
- Maintain detailed records of potential and current funders, including applications in progress, successful and unsuccessful.
- Maintain and devise systems for collecting and monitoring feedback, and providing data to the Head of Participation for reporting purposes.
- Liaise with funders where appropriate and assist in writing and presenting project evaluation.

Communications

- Foster close relationships with local schools, teachers and school management teams in the planning, delivery and evaluation of work and be responsible for publicising to and booking in schools, to ensure widest possible engagement.
- Support the promotion of the programme's activities, including managing the social media accounts for Participation work.

- Act as ambassador at relevant local networking events.

HR

- Support the management of freelance practitioners, including processing payments and DBS requirements.
- Assist in the recruitment and contracting of workshop facilitators and creatives.
- Attending training courses as necessary to meet organisation policies, but also for continuing professional development to improve in house knowledge and skills.
- Communicating regularly with the department team, responding to constructive feedback, ensuring a unified approach towards fulfilling the department's aims.

Policies and Procedures

- Support the Head of Participation in ensuring that our Child Protection and Inclusion policies are followed and promoted across the organisation.
- Actively participating in organisation wide meetings, regularly reporting on issues and successes, and providing constructive feedback to other departments.
- Ensure organisation wide policies are adhered to at all times and enforce these policies with staff and visitors.

Other

- Act as a key holder.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the organisation. It is a requirement of the charity that all staff work in a flexible manner compatible with their jobs and in line with the objectives the charity must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

Person Specification

Essential

- Experience of working in a theatre or arts education setting, with a wide range of practitioners and participants.
- Experience of delivering projects inclusively, working with culturally diverse groups and a commitment to equal opportunities and safeguarding principles and practices.
- Experience of project and event management.
- Fully computer literate and numerate.
- Ability to prioritise and work under pressure with good time management and organisational expertise.
- Energetic, creative team player with a high level of enthusiasm.
- Willingness to work flexibly, which will require some evening and weekend work.
- Excellent time management and attention to detail.
- The ability to initiate and build strong working relationships.
- Discretion and tact.

Desirable

- Experience of working in formal and informal education settings.
- Experience of leading and devising practical workshops.

- Experience of fundraising and evaluation of projects.
- First Aid/Fire Marshall trained (will be provided if not).
- A knowledge of community and participatory arts practice.

Benefits

- Complimentary staff tickets for shows, subject to availability and policy
- Discounts at Southwark Playhouse Bars and Cafés
- Interest-free season ticket loan
- Cycle to Work Scheme
- Pension scheme with Smart Pension
- 28 days' annual leave (including bank holidays), pro rata, increasing with length of service

We are responsible for safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check.

Southwark Playhouse is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply.