**Projects Coordinator – Creative Connections**

**Job Description April 2023**

**ROLE:** To coordinate projects within Immediate Theatre’s Creative Connections programme, working with local residents aged 65+.

**RESPONSIBLE TO:**  Artistic Director

Working alongside the Voices of Change Producer.

**RESPONSIBLE FOR**: Freelancer & Volunteers

**THEATRE EXCHANGE (3 days a week)**

Providing older people’s theatre activities, workshops and performances for community groups, cultural visits, intergenerational and cross-borough exchange with groups in Newham & Enfield. Funded by City Bridge.

**- KEY RESPONSIBILITIES**:

* To liaise with community groups and maintain Immediate Theatre’s presence on relevant Networks
* To recruit participants and volunteers and identify new partners
* To schedule community group workshops and performances
* To work with the Artistic Director to recruit freelance artists and facilitators
* To support planning and delivery of arts activities
* To manage volunteers and participants involvement tracking time given, expenses, skills development and wellbeing and celebrating their contribution.

**VOICES OF CHANGE- (2 days a week)**

Working with volunteers we will gather oral histories through interviews with older residents from diverse immigrant communities, exploring their impact on local life. Stories will be identified to make short features for broadcast through our monthly podcast which will also include interviews with volunteers, local historians and participants. Funded by the Heritage Lottery Fund

**KEY RESPONSIBILITIES**- **Volunteer Coordination**

* To liaise with community groups and representatives to identify potential programme participants,
* To recruit volunteers, ensure relevant checks are completed and support them to complete training.
* To schedule community group meetings and interviews and the attendance of volunteers
* To host monthly volunteer meetings
* To manage volunteers and participants involvement tracking time given, skills development and wellbeing and celebrating their contribution
* To work with the Producer to ensure all appropriate permissions are obtained for recording and photography
* To work with the Producer to ensure all heritage material is saved and documented appropriately.

**GENERAL RESPONSIBILITIES**:

* To collate quantitative and qualitative data and lead on project reporting
* To liaise with other Immediate Theatre programme teams to identify opportunities for collaborative working including intergenerational work.
* To attend and contribute to project and company meetings and take part in training, supervision and company development activities as required.

**Equal Opportunities**

Integrate anti-discriminatory practice into all aspects of work with the company and promote equality of opportunity in both service delivery and all matters relating to staff and volunteers.

**Safeguarding**

All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

**PERSON SPECIFICATION:**

**ESSENTIAL**:

* At least two years’ experience of delivering community projects
* Experience of working with over 65’s –
* Experience of networking and partnership work
* Experience of supporting volunteers
* Experience of working with communities of the global majority
* Experience of gathering monitoring and evaluation data
* Good time management skills and experience of working to tight deadlines
* Excellent spoken and written communication and interpersonal skills
* Experience of implementing Safeguarding practice
* An understanding of and commitment to Equal Opportunities

**DESIRABLE:**

* An understanding and enthusiasm for heritage work
* An understanding of and enthusiasm for community arts practice
* Knowledge of Hackney and Newham & Enfield

**QUALITIES:**

* Adaptable and flexible
* Well organized
* Enthusiastic about their work and willing to contribute to company activities
* Enjoys working with people
* Enjoys a challenge and can work under pressure
* Can work under own initiative and as part of a team

The successful candidate will need to undergo a DBS check prior to confirmation of employment.

**HOURS & SALARY**

**Hours:** This is a full-time post of 35 hours a week. Working hours are flexible to meet the needs of the project but may include evenings and occasional weekends. We are willing to accept job share applications. Please indicate this on your application clarifying which role you are interested in.

**Duration:** This is a fixed term post ending May 2025 (two years)

**Salary:** £29,916.45-£31,454.89 per annum depending on experience

**Annual leave:** 25 days per annum plus Bank Holidays pro rata

**Office Base:** The post holder will work from Immediate Theatre’s office at Unit 1 The Sidings, 10 Andre Street, E8 2AA as well as other locations across Hackney.

**ABOUT IMMEDIATE THEATRE**

For 27 years, Immediate Theatre has worked with young people and communities in Hackney and East London to ensure access for all to arts activities that break down barriers and engage people in debate. Immediate Theatre’s vision is for a society where questioning, articulate and motivated people create and collaborate to build thriving communities. Immediate Theatre’s purpose is to use theatre and the arts to help people engage with issues and concerns and to imagine the process of change. The term “immediate” implying the “right here” on your doorstep and the “right now” of what is happening today. We believe that the arts have an intrinsic role to play in society that that it should not be banished to institutions but be happening everywhere.

Our Objectives:

* To provide inspiring participatory theatre programmes enabling people to reach their potential and prevent exclusion and social isolation
* To create performances which explore social issues, engage people in the process of change and influence decision making
* To improve health and wellbeing and increase life skills and employability through engagement in the arts.

**HOW TO APPLY & TIME FRAME**

* Please complete an application form (do not send us a CV) which can be downloaded alongside the job description. We generally receive applications by email, but please let us know if you’d like to submit your application in an alternative way.
* Please ensure that you have completed the equal opportunities monitoring form which can be accessed via the link on the Job Opportunities page.
* For email please insert **YOUR NAME: PROJECT COORDINATOR** as the subject.
* Email your completed applications to recruitment@immediate-theatre.com

**TIME FRAME**

**Application Deadline:** 9am on Tuesday 30th May 2023

**Shortlist Contacted by:** Friday 2nd June 2023

**Interviews:** Tuesday/Wednesday 6/7th June 2023

**Expected Start Date:** early July 2023

**SHORTLISTING AND WHAT WE’RE LOOKING FOR**

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don’t just tell us you’ve got great organisational skills; tell us about when and how you’ve used them (this can be an example from school, college/university or previous employment – tell us what you did and how you think that meets the criteria).

You might find it easier to use each of the essential criteria (and desirable criteria, if possible) for the PERSON SPECIFICATION as a heading and to write a short paragraph about each one. When writing your supporting statement, we recommend a maximum of two A4 pages.

Shortlisted candidates will be contacted by email and invited to an online interview. If you are not shortlisted, we will notify you by email. Unfortunately, we do not have the capacity to give feedback to people who are not shortlisted for interview.

**INTERVIEW**

Interview panels vary but interviews are generally conducted by the Line Manager of the role together with one or two other persons from Immediate Theatre. We may ask you to prepare a task in advance of the interview.

**OFFERS OF EMPLOYMENT**

All offers of employment are made subject to contract, on receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.