

**Job Description**

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| **POST DETAILS** |
| **Organisation** | The Marlowe Trust |
| **Location** | The Marlowe Theatre and The Kit |
| **Job title** | Learning and Participation Manager |
| **Reports to** | Associate Director (Learning & Participation) |
| **Salary** | MTT12 (£27,582 per annum) |
| **DBS**  | Enhanced |

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| **JOB PURPOSE** |
| To be responsible for the planning and management of the Marlowe’s participation activities and programmes.To work with and support the Associate Director (Learning and Participation) to develop and deliver programmes, projects and activities to support the theatre’s broader Mission and Artistic Plan. |

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| **PRINCIPAL ACCOUNTABILITIES** |
| * To develop, manage and ensure the artistic quality of the Marlowe’s learning and participation activity.
* To work with the Associate Director (Learning and Participation) to develop relevant workshop and wraparound activity as part of The Marlowe’s presented programme.
* To ensure that the practitioners delivering elements of the programme are given appropriate training and provided with opportunities to both further their development and to enable the theatre to deliver its Mission and Artistic Plan.
* To be responsible for managing child and vulnerable adult safeguarding within the Marlowe Trust, ensuring that the Marlowe’s Safeguarding Policy is current, relevant and properly delivered through appropriate theatre procedures and training.
* To contribute to budget planning and to monitor relevant budgets to support the theatre’s business objectives.
* To ensure compliance with service policies and procedures so that the service is fulfilling its obligations.
* To obtain and evaluate feedback from those taking part in activity, review processes and continuously contribute to development and improvement of service delivery.
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| **REQUIRED ATTRIBUTES** |
| **Knowledge** | * Some knowledge and understanding of cultural policy and practice in a local, regional and national context
* Some knowledge of policy and practice in the education sector including schools, further education and higher education
* Good knowledge of theatre practice
* Good knowledge of relevant legislation and regulations including health and safety and safeguarding
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| **Skills** | ● Good project management skills.● Excellent written and verbal communication skills● Good presentation skills● Good administration skills● Good people management skills● Excellent planning skills● Good IT skills |
| **Experience** | * Experience of enabling work with young people in a learning environment
* Experience of developing and managing learning and participation projects in an arts organisation
* Experience of being responsible for safeguarding young people and vulnerable adults
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| **Qualifications** | * GCSEs (or equivalent) in Maths and English at Grade C or above
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| **JOB DIMENSIONS** |
| **Annual budgetary amounts** | None |
| **Number of staff reporting to the job holder** | Direct - one permanent and a pool of Creative Practitioners and Assistant Facilitators  |
| **Any other relevant statistics/information** | None |

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| **NATURE OF CONTACTS** |
| **Internal** | * Daily contact with the Associate Director (Learning and Participation)
* Regular contact with the theatre’s Senior Management Team and Artistic Planning Team.
* Occasional contact with the Development Team.
* Regular contact with the Technical and Building Services department
* Regular contact with Creative Practitioners, Assistant Facilitators and trainees.
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| **External** | * Regular contact with senior managers of educational institutions of all kinds
* Regular contact with theatre companies, managements and artists to research, plan and manage projects
* Occasional contact with freelance practitioners and artists
* Occasional contact with participants, parents/guardians of participants and support workers.
* Occasional contact with local community groups and voluntary organisations
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| **WORKING ENVIRONMENT** |
| Some evening and weekend work |

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| **ORGANISATION CHART** |
| See attached |

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