

## Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Location	The Marlowe Theatre and The Kit
Job title	Learning & Participation Administrator
Reports to	Learning & Participation Manager
Salary and terms	M
DBS	Enhanced

### JOB PURPOSE

Responsible for the administration of the Learning and Participation department in the delivery of the Learning & Participation Strategy.

Responsible for the pastoral care of all participants in L&P programmes and projects.

### PRINCIPAL ACCOUNTABILITIES

- To administrate the L&P department, its statutory responsibilities and its projects and programmes. Including the welcome/registration of participants at our regular activity/Youth companies
- To provide pastoral care to participants in our youth companies and community groups
- To coordinate and maintain internal and external relationships /communication with stakeholders (including parents) to ensure the smooth running of all L&P projects and programmes
- To support the planning and administration of the L&P Programme activity
- To support the collection of evaluation feedback, in line with the Marlowe's evaluation framework
- To support child and vulnerable adult safeguarding within the Marlowe Trust
- To drive your own career and skills development, making the most of the opportunities made available to you
- To work in a safe and legal way to comply with regulatory and legislative requirements
- To live and represent the Marlowe's values

<b>REQUIRED ATTRIBUTES</b>	
<b>Qualities</b>	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>In order to live our values, our Learning and Participation Administrator needs to be:</p> <ul style="list-style-type: none"> <li>• A collaborative and proactive team player</li> <li>• Great with young and vulnerable people</li> <li>• Rigorous and detail orientated</li> <li>• Passionate about the purpose and value of theatre</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Some knowledge of community arts best practice</li> <li>• Some knowledge of relevant legislation and regulations including health and safety and safeguarding</li> <li>• Some knowledge of relevant legislation and regulations, in particular the General Data Protection Regulation 2016.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Good interpersonal skills</li> <li>• Ability to work effectively with numbers</li> <li>• The ability to adapt</li> <li>• Good level of administration skills</li> <li>• Good level of IT skills</li> <li>• Basic planning skills</li> <li>• Basic problem-solving skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Some experience of working in an administrative or public facing capacity</li> <li>• Some experience of working with young people and/or vulnerable adults</li> <li>• Some experience of working in the theatre or cultural industries</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• We value education and GCSEs in Math's and English at Grade 4 or above are desirable for this role. We will, however, consider applications from suitably skilled and experienced candidates without a qualification.</li> <li>• The post holder will need to undergo an enhanced DBS check.</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	0
<b>Number of staff reporting to the job holder</b>	0
<b>Any other relevant statistics/information</b>	<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our</p>

	<p>customers, all our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p> <p>This role requires regular weekend and evening working during term time on:  Saturdays 10.30am-3.30pm  Tuesday evenings 5.30pm-7.30pm  Thursday evenings 6pm-8pm</p>
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## ORGANISATION CHART

See attached

June 2022