

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Communities Coordinator (Maternity Cover)
<b>Reports to (job title)</b>	Learning and Participation Director
<b>Grade</b>	L (0.6 FTE) 3 days fixed term

### JOB PURPOSE

To support the implementation of the Marlowe's key strategies by developing strong relationships with community organisations and representatives.

Developing projects with local communities and partners to support long-term engagement in the Marlowe's work, which enable our community to access our work, productions, and opportunities and support the development of new audiences.

### PRINCIPAL ACCOUNTABILITIES

- Within the Learning & Participation Community Programme be the direct point of contact for community organisations, groups, and participants, including residents, community leaders, local groups, service users, project partners and local authorities.
- To plan, schedule and coordinate key strands of Community activity supported by L&P manager
- To liaise with external artists and national partners to deliver these programmes of activity being a direct point of contact to support the logistics of events.
- To support the project management of performance events within the L&Ps communities' program
- To work collaboratively with the wider theatre team
- To work with the Learning & Participation Director and Manager to develop, coordinate and deliver The Marlowe's Learning & Participation strategy.
- To support the collection of evaluation feedback from those taking part in activity, in line with the Marlowe's evaluation framework.
- To work in a safe and legal way to comply with regulatory and legislative requirements
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To live and represent the Marlowe's values

<b>REQUIRED ATTRIBUTES</b>	
<b>Required 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 Communities 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>• A creative thinker and problem solver</li> <li>• Passionate about the purpose and value of theatre</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of community arts best practice</li> <li>• Some knowledge of Kent and its communities</li> <li>• Some knowledge of relevant legislation and regulations including health and safety and safeguarding</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good level of administration skills</li> <li>• Good level of budget management skills.</li> <li>• Good level of people management skills.</li> <li>• Good level of planning skills</li> <li>• Good level of project management skills</li> <li>• Excellent written and verbal communication skills – including being able to express information in accessible ways to people from a wide range of backgrounds and lived experiences</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good level of experience working with and connecting organisations, services, and communities within arts, voluntary, charitable and/or educational settings.</li> <li>• A good level of experience in managing or coordinating and facilitating community workshops, activities and events in an arts or community context.</li> <li>• Some experience of being responsible for safeguarding young people and vulnerable adults</li> <li>• Good level of experience of budget management.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• We value education. GCSEs in Maths 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 (Disclosure and Barring Service) check.</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	Direct £ 0 Indirect £ 0
<b>Number of staff reporting to the job holder</b>	Direct 0 Indirect 0
<b>Any other relevant statistics/information</b>	N/A

<b>WORKING ENVIRONMENT</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 customers, all our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p> <p>This role requires you to be able to work in different environments, including being office based and time out and about in local neighborhoods</p>

<b>ORGANISATION CHART</b>
See attached.

**August 2022**