



# JOIN THE JOURNEY...



As we countdown to our 21st birthday later this year, and celebrate our remarkable achievements over that time, we are also looking forward; planning and resourcing ourselves towards an exciting, sustainable and people focused future.

As part of this, we are looking to recruit six dynamic new team members across our Arts, Operations and Sales teams, to join the journey as we explore a thrilling new vision for our theatre.

Tobacco Factory Theatres is proud to be an entrepreneurial company which receives just 5% of public subsidy annually. The rest we create ourselves with our amazing team at our beautiful home in south Bristol. Innovation, hard work and a desire to provide a place of welcome and wonder for our communities is what continues to drive us forward.

Our incredible audiences and participants visit us in their tens of thousands annually, to enjoy over 300 shows with 200 children and adults also attending a course or workshop at the theatre every week.

We champion diversity and inclusion across all of our work and welcome applications from people of all backgrounds. We strongly encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds. If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

**Join the journey...**

**Job Title:** Creative and Community Officer  
**Reports To:** Artistic Director / CEO

### **SCOPE:**

The Creative and Community Officer is responsible for the delivery of Tobacco Factory Theatres year-round programme of creative and community activity; from our school's programme to yearlong scheme for emerging producers as well as our adult offers, wrap around and civic programme.

This is a three day per week position (24 hours per week). Regular evening and weekend work will be required, especially when practical assistance is needed to support the creative and community programme.

### **KEY RESPONSIBILITIES:**

#### **Programme coordination and delivery**

- Work alongside Artistic Director to coordinate a balanced, viable and quality programme of regular activity for young people being mindful of barriers to access, ethical programming and organisational capacity.
- Act as lead contact for all participants, gatekeepers, artists and beneficiaries; developing clear systems of communication.
- Ensure all elements in the Creative and Community programme are managed and run both expertly and safely for participants, workshop leaders, assistants and volunteers. These include; our schools programme (including schools take over) to yearlong scheme for emerging producers (Blueprint/ Spark) as well as our ongoing adult offers, emerging wrap around and civic programme.
- Support practitioners in planning of sessions to ensure activities are well prepared, resourced and sit within the remit of Tobacco Factory Theatres as an organisation.
- With Artistic Director root expectations and limitations of each project making sure the work resonates with TFT's wider organisational ambitions and programme.
- Be able and active in the occasional delivery of sessions when appropriate. Being the first point of call when cover is required for sessions.
- Ensure appropriate levels of behavioral support, pastoral care, financial support and resourcing of assistance for those in need.
- To embed best practice with regard to Access, Equality, Inclusion, Diversity and Belonging into all projects within your care.

- Ensure Tobacco Factory Theatres policies are embedded into the delivery of the work; these are active, live documents and ensure we are always aiming for the very best practice.
- Ensure ongoing administration of these programmes; including welcome letters, attendance registers, contact/ medical information, equality monitoring, allocation of bursaries, room booking, participant/ gatekeeper databases, exit conversations and make sure all record keeping is compliant with GDPR.
- Work with the Communications & Fundraising team to market opportunities (as well as passing on offers to project participants), on sale events and make sure website copy, images and stories are updated and of high quality.
- Take day to day responsibility to communicate activity and deadlines to whole organisation through team meetings and email. Outlining impact on wider team when appropriate.

## **Partnerships**

- Develop and maintain relationships with external partners to support best practice in this field, support improved delivery and recruitment of beneficiaries across the programmes.
- Actively support access, inclusion and diversity promoting equality and a sense of belonging to all.

## **Finance and Fundraising**

- Work with the Artistic Director and Executive Director to create realistic budgets; which this role ensures is systematically held and accountable throughout the year.
- Fundraise, hand in hand with Artistic Director and Freelance Bid Writer, for projects within the programme as appropriate. Work to subsidise the programme and increase opportunities for those facing barriers to engagement.

## **Recruitment**

- Maintain the workshop leader and assistant database.
- Work with Artistic Director to appoint workshop leaders and assistants
- Contract and induct and line manage workshop leaders and assistants – scheduling meaningful opportunities to reflect, monitor progress and implement any improvements for both parties.

- Coordinate training (both in-house and external) to all those line managed by this role.
- Ensure DBS protocol is followed.

### **Monitoring and Evaluation**

- Ensure all projects are well evaluated through qualitative and quantitative data
- Use SMART targets, set out in the business plan as anchors of assessment are target areas of improvement.
- Write reports which include statistical and qualitative data for trustees, funders and others as required.
- Actively seek fresh ways to evaluate; both with peers and academic leaders in this field.

### **Operational responsibilities**

- Act as lead Safeguarding and Child protection Representative on all coordinated activity – undertaking regular training (provided), updating policies and risk assessments in accordance to training and expert advice.
- Regularly update risk assessments, in TFT template for each activity that relates to the Creative and Community programme.

## **PERSON SPECIFICATION**

### **We would like to hear from people who have:**

- Experience of project coordination; working within resources and time available.
- A demonstrable experience of working with creative, education or community projects.
- Experience of putting together teams
- Experience of evaluation
- Experience of office and administration procedures.
- Experience of HR protocol.
- Experience of financial processing.
- Excellent verbal and written communication skills
- Strong organisational skills with meticulous attention to detail
- The ability to multitask in a highly pressurised environment
- An entrepreneurial thinker with a can do approach to problem solving

### **Applicants may also have:**

- Experience of working within the cultural sector
- Experience of best practice with regard to Access, Equality, Inclusion, Diversity and Belonging.
- Experience in safeguarding
- Experience in child protection
- Experience in assessing risks
- Experience in partnership working.



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**TERMS & CONDITIONS**

**Contract:**

18 MONTH – Fixed Term Contract

**Hours per week:**

3 days / 24 hours per week (0.6 FTE)

**Annual salary:**

£26,500 pro rata

**Hours:**

Mainly daytime office hours. Regular evening or weekend work will be required.

**Holiday:**

30 days pro rata including bank holidays.

**Employer:**

Tobacco Factory Arts Trust

**Location of post:**

Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF.

**Probation period:**

Three months during which notice will be one week

**Notice thereafter:**

Two months

## APPLICATION PROCESS

All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

If you require an Application Pack in an alternative format or have any questions about this role or the application, please email:

**[recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com)**

### To apply:

Please email [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com) with the subject 'Get Involved: Creative and Community Officer' and include all of the following:

- Completed application form outlining you experience against the personal specification.
- Or a short film/audio file detailing relevant experience and why you want this role
- A completed Equalities Monitoring form

### Deadline:

10am Thursday 1 June 2023

Applications received after that time cannot be considered.

### Interviews:

Monday 12 June 2023

Should we require second interviews these will take place on Tuesday 20 June 2023.

### Start date:

ASAP following offer.

# TOBACCO FACTORY THEATRES

[tobaccofactorytheatres.com](http://tobaccofactorytheatres.com)

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**ARTS COUNCIL  
ENGLAND**

