



**TOBACCO
FACTORY
THEATRES**

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 7% 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: Young People's Programme Coordinator
Reports To: Artistic Director / CEO
Responsible for: Workshop leaders, assistants and volunteers.

SCOPE:

The Young People's Programme Coordinator is responsible for the delivery of Tobacco Factory Theatre's year round programme of activity for young people; from early years to young theatre makers as well as Summer School and Holiday offers.

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 young people's 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 participants and their families/ appropriate adults developing clear systems of communication.
- Ensure all elements in the programme are managed and run both expertly and safely for participants, workshop leaders, assistants and volunteers. These include; YTM, Early Years Sessions, Holiday Workshops and Summer Schools.
- 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 identify appropriate themes for groups to explore, which resonate with Tobacco Factory Theatres wider 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 level of behavioral support, pastoral care, financial support and resourcing of assistance for those young people with additional needs is embedded into the whole programme

- To embed best practice with regard to Access, Equality, Inclusion, Diversity and Belonging into all programmes within your care.
- Ensure TFT 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 young people's programmes; including welcome letters, attendance registers, contact/medical information, equality monitoring, allocation of bursaries, room booking, participant databases, exit conversations and make sure all record keeping is compliant with GDPR.
- Work with the Sales team to market opportunities (as well as passing on offers to the participants of the YPP), 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 the whole organisation through team meetings and email. Outlining impact on wider team when appropriate.

Partnerships

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

Finance and Fundraising

- Work with 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 programme and increase opportunities for those facing barriers to engagement.

Recruitment

- Maintain the workshop leader and assistant database.
- Work with the 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 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

- Acts as lead Safeguarding and Child protection Representative – 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 young people's 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 young people's 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.

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. Some evening or weekend work may 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.

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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

To apply:

Please email recruitment@tobaccofactorytheatres.com with the subject 'Young People's Programme Coordinator' and include all of the following:

- Completed application form outlining your 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:

Tuesday 13 June 2023

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

Start date:

ASAP following offer.

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