



JOIN THE JOURNEY...



Tobacco Factory Theatres is a place of Welcome and Wonder. A safe and inspiring place to share stories and be creative. Based in the iconic Tobacco Factory in South Bristol, our work connects people through the power of live theatre and the arts.

We present over 300 performances annually to audiences of over 50,000 including bold in-house productions and co-productions with nationally respected companies. We also receive many of the country's top touring performances, from exciting new work to comedy, music, spoken word and work for families.

We have two dynamic spaces, The Spielman which houses our experimental and engagement programme and The Factory, a flexible and unique space which presents work in a variety of ways including our distinctive 'in the round' configuration.

Over 400 local creatives take part in our Artistic Development programmes; including our Acting and Writers Labs and city wide Artist Membership scheme. We are proud to offer thousands of creative learning and participation opportunities to local people through our Get Involved programme from regular workshops to bespoke offers.

In 2024, we made our work more accessible than ever with over 5,000 financial difficulty and Under 26 tickets issued for those who would not be able to attend at the standard price. At Christmas we were delighted to offer our free Community Performance for local youth projects, refugee charities who support asylum seekers, school children and organisations working with people with additional needs.

Working from a place of sustainability, the last year at TFT has been an exciting time of growth for the organisation with 3 new home made productions; The Marriage of Figaro (co-produced with Opera Project), Hansel and Gretel (co-produced with New International Encounter) and The Winter's Tale (directed by our Artistic Director, Heidi Vaughan) forming part of a dynamic new in-house production programme. These productions compliment our extensive received programme and dynamic Get Involved activities, bringing opportunities to welcome even more people through our doors as part of our wonderful journey.

Job Title: Get Involved: 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 TFT's year round programme of activity for young people; from early years to young theatre makers as well as Summer S and Holiday offers.

This is a three day per week position (24 hours per week). Regular evening and weekend work will be required which involves practical assistance when necessary.

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 TFT as an organisation.
- With Artistic Director identify appropriate themes for groups to explore, which resonate with TFT's wider Artist 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 Communication & Fundraising 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 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 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 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.

OUTCOMES FOR THIS ROLE;

- YTM; 32 x sessions per year per group, 1 x showcase event per group per year, 12 x creative practitioners/assistants employed. 120 young people to engage in programme each week.
- Summer Schools; 4 x summer schools, 24 x places on each summer school, 4 x sharing's to invited audience of parents/ carers.
- Holiday Workshops; 6 x holiday workshops (outside summer), 20 x places on each holiday workshop.
- Early Years/ Family activity; 24 x sessions of regular activity offered for parents/ carers and pre-school children.

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: £27,295 pro rata

Hours: Mainly daytime office hours.

Regular evening or weekend work will be required.

Holiday: 30 days (pro rata) per year 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

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 Monday 17 February 2025.

Applications received after that time cannot be considered.

Interviews:

Week beginning 3 March 2025 Should we require second interviews these will take place week beginning 10 March 2025

Start date:

ASAP following offer.

TOBACCO FACTORY THEATRES

tobaccofactorytheatres.com

*Tobacco Factory Theatres would like to thank Arts Council England and Bristol City Council
for their continued support.*



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

