



JOIN THE JOURNEY

TOBACCO
FACTORY
THEATRES

CREATIVE COMMUNITY OFFICER
JOB DESCRIPTION



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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.

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Reports to:

Artistic Director | CEO

Responsible for:

Freelance Artists, Workshop Assistants and Volunteers

The Creative Community Officer is responsible for the delivery of Tobacco Factory Theatres year-round programme of creative and community activity; from our regular Adult Programme (Factory Singers, Writing Lab, Acting Lab) to our Community Performances, from our emerging programme for Older People (from Filwood, Hartcliffe, Knowle West) and pro-active relationship building across the City.

This is a three day per week position (24 hours per week; one of these days a Wednesday). Regular evening and weekend work will be required which will involve practical assistance for these activities when necessary.

PROGRAMME COORDINATION AND DELIVERY

Work alongside the Artistic Director to coordinate a balanced, viable and quality programme of enriching activity; 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 Community programme are managed and run both expertly and safely for participants, workshop leaders, assistants and volunteers. These include; 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 the 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 behavioural support, pastoral care, financial support and resourcing of assistance for those in need.

- To embed best practice regarding 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 Sales 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 the whole organisation through team meetings and email. Outlining impact on wider team when appropriate.

PARTNERSHIPS

- Develop and maintain relationships with external partners/ gatekeepers (with particular focus to South Bristol) to support best practice in this field, supporting improved delivery and recruitment of beneficiaries across the programmes.
- Actively support access, inclusion and diversity, promoting equality and a sense of belonging to all participant

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 and 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.

FINANCE AND FUNDRAISING

- Work with Artistic Director and Executive Director to create realistic budgets; which this role ensures are systematically held and accountable throughout the year.
- Fundraise, hand in hand with the Artistic Director for projects within the Get Involved 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 the Artistic Director to appoint workshop leaders and assistants.

- Contract, 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 & Safeguarding protocol is followed.

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.

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 you’.

WE WOULD LIKE TO HEAR FROM YOU IF YOU HAVE THESE CORE ATTRIBUTES REQUIRED FOR THE ROLE;

- Experience in coordinating and delivering participatory arts or community programmes.
- Strong organisational skills, including project planning, scheduling, administration and multitasking across multiple activities.
- Experience working with community groups and underrepresented audiences, particularly in areas of social or economic disadvantage.
- Demonstrated commitment to access, equity, inclusion and diversity in creative settings.
- Excellent interpersonal and communication skills for liaising with artists, community members, stakeholders and internal staff.
- Line management experience of freelance practitioners, volunteers or support staff.
- Experience of safeguarding and pastoral care, ideally with vulnerable adults and/or young people
- Budget management skills, especially monitoring budgets.
- Knowledge of evaluation techniques (both qualitative and quantitative) and the ability to collect and report on data effectively.

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YOU MIGHT ALSO HAVE THESE DESIRABLE SKILLS AS WELL. THESE WILL STRENGTHEN AN APPLICATION BUT ARE NOT MANDATORY.

- Experience in arts fundraising or writing funding applications.
- Experience in direct facilitation of creative community workshops.
- Familiarity with South Bristol communities and networks.
- Experience with arts marketing tools and platforms (e.g., website updates, social media, newsletters).
- Knowledge of Tobacco Factory Theatres' mission, values and community ethos.

Annual Salary/Fee:	£27,295 (pro rata) per annum paid monthly in arrears.
Contract:	Part Time (0.6 FTE), fixed term 18 month
Hours:	24 hours per week. Occasional evening and weekend work may be required.
Holiday Entitlement:	30 days per annum (pro rata) inclusive of Bank Holidays
Probationary Period:	3 months
Notice Thereafter:	2 months
Normal Place of Work:	Tobacco Factory Theatres, Raleigh Rd, Bristol, BS3 1TF

SUBMITTING YOUR APPLICATION

- 1 Include one of the following:
 - Completed [application form](#) outlining your experience against the personal specification.
 - We also accept a short film or audio file as an alternative to the written application form. In your submission, please outline your relevant experience and explain why you are interested in this role. Please note that our interview panel will review only one application per person; either the written form or a short film/audio file.
- 2 Also include a completed [Equalities Monitoring form](#).
- 3 Please email us using the subject line below:



Email: recruitment@tobaccofactorytheatres.com
Email Subject: [Head of Programme](#)



Application Deadline: **10:00 AM, Thu 20 Nov 2025**



Interview dates: **Mon 01 Dec 2025**



Anticipated Start Date: **ASAP**

ALTERNATIVE FORMATS & INQUIRIES:

If you need the Application Pack in an alternative format or have questions, email recruitment@tobaccofactorytheatres.com.