
Community Programme Manager

Greenwich & Lewisham Young People's Theatre are looking for a dynamic Community Programme Manager.

Company Background

'There is such a welcoming, creative atmosphere that shines through the Tramshed, thanks to the ethos GLYPT instils.' Guest at Season Launch

Greenwich & Lewisham Young People's Theatre (GLYPT) has been making relevant, inclusive and challenging theatre for, with and by young people for almost 50 years. GLYPT's philosophy is based on the belief that creative opportunities remove barriers, connect communities and enrich lives.

We do this by:

- Giving those who may have limited access to the arts a chance to make them integral to their lives.
- Building a sustainable audience for theatre and the arts in areas of historical low arts engagement.
- Encouraging and reflecting equality and diversity in all of our work.
- Empowering those who are marginalised in society, are hard-to-reach and at risk of exclusion, through the arts.
- Nurturing the talent and skills of young people, in particular, emerging young artists and to support their journey into the professional creative industries.
- Creating a range of inclusive participatory opportunities for young people to experience the power and enjoyment of theatre and the arts.

The venue is made up of staff offices, & two flexible/studio spaces. As a vibrant community hub, we are used regularly by external organisations for a range of rehearsals, meetings & community events. GLYPT delivers work across the boroughs of Greenwich & Lewisham through our participatory programmes, project and outreach work. It also produces & tours theatre across wider London.

Job Context

In 2014, GLYPT secured funding from the Monument Trust to deliver a new vision for the Tramshed through a programme of Community Engagement that uses the arts and creativity as a driving force for cohesion, positivity and resilience.

Now in 2018, we are continuing to build on these foundations through a new three year funding relationship with Big Lottery Reaching Communities. By using artistic experiences to create platforms for cultural sharing, we aim to bring the diverse and sometimes isolated communities of Greenwich & Lewisham together.

The Tramshed (our Woolwich venue) is open and accessible to everyone, curating a programme of events, activities and supportive programmes, including music and comedy nights, a club night for the ALD (Adults with Learning Difficulties) community and the annual Woolwich Carnival - of which GLYPT is a Partner.

The Community Programme also offers support and guidance for groups wanting to run their own projects, such as the Caribbean Social Forum and the local Sikh Temple, as well as taking work outside into local settings, and developing bespoke projects to suit the needs and requirements of specific communities.

Job Description

Position Title:	Community Programme Manager
Reporting To:	Executive Director / CEO
Responsible For:	Community Programme Assistant, Community Engagement Programme volunteers and additional Freelance Support

General Terms and Conditions

Hours: Part Time (4 days per week)
Some evening and weekend work will be required

Holidays: 25 days (pro rata for part-time employees)

Salary: £25,000 pro rata

Pension: There is a stakeholder pension scheme applicable to your employment

Other Terms: It is Company Policy that all members of staff at Greenwich & Lewisham Young People's Theatre that work or interface with children and young people through our arts practice have Enhanced Disclosure through the Criminal Records Bureau.

The Company will accept existing CRB Enhanced Disclosure certificates from new members of staff provided that the certificate has been issued within 12 months of the commencement of employment. New members of staff who either do not have a CRB Enhanced Disclosure certificate or whose certificate is more than 12 months old at the commencement of employment must apply for a new and up to date certificate.

All other terms and conditions are per Greenwich & Lewisham Young People's Theatre's Employee Handbook.

Duties and Responsibilities

The Community Programme Manager leads, develops and delivers GLYPT's Community Engagement Programme at The Tramshed, and has a remit to diversify and extend the reach of GLYPT's audiences – particularly those experiencing barriers to access. Programming responsibilities include a series of music and comedy nights and tailored events for the ALD (Adults with Learning Difficulties) community. The post holder is also responsible for overseeing the delivery of the Woolwich Carnival (in partnership with the Woolwich Carnival Association) offering project management and production support. In addition, they engage the wider community through a programme of building hires at The Tramshed as well as

running workshops and consultation events designed to build links and deepen understanding of local communities.

Key responsibilities:

Engagement management and delivery

- Deliver a successful Community Engagement Programme, maintain its reputation for innovation and quality and meeting the Big Lottery Reaching Communities' agreed outputs and outcomes (2018-21);
- Plan, oversee and manage all community engagement activities including management of coordinators, artists and volunteers, both in-house and externally;
- Liaise with artists, programme coordinators and GLYPT's Production Manager on day-to-day management of events, ensuring smooth delivery and a professional experience for participants;
- Work closely with GLYPT's General Manager and Production Manager to schedule support from Duty Managers for sessions as required, particularly evenings and weekends;
- Oversee the delivery of the annual Woolwich Carnival, offering project management and production support including liaison with key agencies and suppliers, undertaking health and safety risk assessments, contracting artists and obtaining technical specifications; taking a stakeholder role on the steering committee with responsibility for coordinating meetings;
- Devise and deliver programming which diversifies GLYPT's audience and extends its reach, particularly to individuals or groups with barriers to access.

Specific responsibilities:

Community Hires

- To run the Community Hires Programme at The Tramshed in liaison with the Production Manager, including contracting groups and facilitating their needs;

Finance & Contractual

- Manage all Community Engagement budgets and schedules;
- Raise invoices and manage payments of Community Hires and other community events;
- Draft contracts and partnership agreements as required;

Partnership/Community Outreach

- Undertake a Project Management role on community facing projects and programmes;

- Maintain relationships with regular community users and partners and support new groups to develop self-sustaining events at The Tramshed;
- Identify and develop relationships with key movers, organisers and stakeholders in the wider Woolwich community with a view to developing future collaborative partnerships;
- Representing GLYPT at community events and meetings, as required;

Monitoring & Reporting

- Ensure appropriate and effective evaluation of sessions and projects, working with an external evaluator and monitoring and reporting outcomes to funders and other partners, as required;
- Devise, initiate and monitor training programmes for local partners, community groups and freelance staff, as required;

Planning & Strategy

- Collaborate with colleagues to ensure that the Community Engagement Programme contributes fully to GLYPT's strategic objectives;
- Work with marketing and communications colleagues to define target audiences for Community Engagement and develop marketing plans and content to reach them;
- Work closely with the Senior Management team to raise funds for the programme through grant applications and sponsorship, and offer funding support to the Woolwich Carnival Association;
- Contribute to establishing and maintaining GLYPT's reputation as a centre of learning excellence through dissemination and sharing of best practice across the sector;

Line Management

- Providing line management to the Community Programme Assistant, as well as directing Community Engagement Programme Volunteers and additional freelance support.

Other

- Act as an access champion for The Tramshed, advocating the needs of individuals or groups who face physical, intellectual, social or other barriers to accessing creative and cultural opportunities;
- When relevant, representing (and speaking on behalf of) GLYPT at functions, conferences and community events.
- Ensure that the Community Engagement Programme contributes to and complies with best practice, including legal compliance (GDPR), safeguarding, volunteer support and risk management.

Candidates from the local area will be particularly welcomed.

Person Specification

Please note that we will be scoring applications strictly based on the following criteria. It would be helpful if you would write your supporting statement covering all these points.

Essential skills and abilities:

- Experience of working within the arts, voluntary or community sector at manager level;
- Experience of identifying new opportunities and designing projects in collaboration with partners
- Experience of managing a complex slate of projects, and coordinating multiple stakeholders;
- Ability to initiate, plan, prioritise & manage a varied workload, sometimes in a pressurised environment, keeping to deadlines;
- Ability to work well as part of a team & support colleagues to meet organisational goals; a willingness to work in a flexible & co-operative way;
- Experience of using a computer & familiarity with a variety of packages.
- Experience of coordinating & maintaining efficient & effective administrative systems;
- Knowledge of monitoring and evaluation

Desirable skills and abilities:

- Experience of working with a variety of community groups and individuals
- Knowledge of the local area
- Experience of working on arts events
- Awareness & commitment to health & safety, inclusivity & safeguarding issues;
- Willingness to attend relevant training as required;
- A genuine enthusiasm for community arts;
- Friendly & positive outlook;
- Good communication skills both over the phone & in written correspondence;

To apply:

Completed Applications & Monitoring forms should be sent by email to courtneytherese@glypt.co.uk with '*Community Programme Manager*' in the subject.

The deadline for completed applications is 12pm on Friday 5 October, 2018

First round interviews will be held on Thursday 11 October and Friday 12 October, 2018.