

Community Programme Assistant Recruitment Pack

Thank you for taking an interest in the **Community Programme Assistant** post at Tramshed.

In May 2019 Greenwich & Lewisham Young People's Theatre (GLYPT) relaunched as Tramshed.

For almost 50 years, the organisation has been using **creative opportunities to remove barriers, connect communities and enrich lives**. Since moving into the Tramshed (Woolwich) in 2009, our organisation has grown exponentially – our projects are artistically and socially driven and the building itself has become a principle hub for engagement.

Our work for and with young people continues to sit at the heart of the organisation. However, Tramshed now works with isolated, disengaged and un-serviced communities of all ages.

Tramshed offers an **extensive youth arts programme, training and support for creative young people and emerging artists, theatre and events, and a community programme inspired and led by the ambitions of our diverse communities**.

We work extensively in the boroughs of Greenwich and Lewisham, focusing on economically challenged areas with low arts engagement. **Tramshed also works across London, the UK and into other global territories**.

Tramshed has four key strands of work:

Theatre Creating, programming and touring – this includes producing and presenting shows at the Tramshed, touring theatre to schools and programming across our core boroughs and across London.

Participation Offering weekly term time and holiday participatory arts programmes for 5-25s including supported programmes for those with mental health challenges and those with learning disabilities and additional needs.

Progression Providing training and development programmes that support young creative people aged 16-25, and emerging companies exploring routes into the creative industries.

Community Delivering a community engagement programme that reaches out to diverse and isolated communities, developing new partnerships and developing new cultural programming including music, carnival and comedy.

ROLE CONTEXT

We are looking for a highly motivated & organised individual able to provide essential administrative & producing support to the Community Programme Manager.

Tramshed have been successful in securing funding from Big Lottery Reaching Communities to develop its existing programme of community activity at the Tramshed; including a series of music events, comedy nights, Adults with Learning Disabilities (ALD) events and more. As we continue into the second year of this funding, the role will support the Community Programme Manager in cementing the Tramshed as a community hub and a safe space for all to enjoy.

The Community Engagement Assistant would suit someone with an ambition to begin a career in community arts. It is an entry level/development role which will provide the right candidate with the opportunity to gain experience in a wide variety of community arts administration and event producing.

JOB DESCRIPTION

Position Title: **Community Programme Assistant**
Reporting to: **Community Programme Manager**

Supporting the Community Programme Manager in delivering Tramshed's Community Programme.

ADMINISTRATION AND COMMUNITY HIRES

- Supporting regular community groups in accessing and using the building, being the first point of contact for community groups on the days working at the Tramshed;
- Being the first point of contact for community hires;
- Managing space viewings;
- Raising invoices for regular hirers and one off bookings;

PROGRAMMING AND PRODUCING

- Supporting the Community Programme Manager in the delivery of Tramshed's programme of engagement activity in line with Reaching Communities outputs including event administration, producing and marketing;
- Take an active lead on our event, 'Tramtastic Nights';
- Take an active lead on new community productions and acting as Assistant Producer on Community Engagement shows;
- Support the programming of upcoming 'Comedy @ the Tramshed' events;

PARTNERSHIPS AND COMMUNITY OUTREACH

- Representing Tramshed at community events and meetings where necessary;
- Maintaining relationships with our regular community users and partners;
- Identifying new communities to engage with;
- Support our lead facilitator with our weekly 'Dramatic Voices' class;
- Support the Community Programme Manager on longer term community productions and projects;
- Keep up to date with local activity and developments;

MONITORING AND REPORTING

- Take an active lead in collecting and collating evaluation and monitoring for community engagement activity;

These duties and responsibilities will develop with the right candidate.

Applicants from South East London are particularly encouraged to apply.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

PERSON SPECIFICATION

ESSENTIAL SKILLS AND ABILITIES

- A can-do, self-sufficient attitude;
- A belief in the transformative nature of the performing arts and the power of real community engagement;
- A genuine enthusiasm for community arts;
- Friendly & positive outlook;
- Good communication skills both over the phone & in written correspondence;
- 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;
- Work closely with Tramshed's wider programming to involve community groups and organisations in the artistic programme and support on this where necessary;
- An ability to work proactively;
- To undertake any training as required by Tramshed;
- A personable demeanour to the varied participants who engage with the Community Programme;

DESIRABLE SKILLS AND ABILITIES

- Experience of working within the arts, voluntary or community sector;
- Some knowledge of monitoring and evaluation;
- Experience of working with a variety of community groups and individuals;
- Knowledge of the local area;
- Experience of working with adults with learning disabilities;
- Experience of producing arts events;
- Awareness & commitment to Health & Safety, inclusivity & Safeguarding issues;

GENERAL TERMS AND CONDITIONS

- Hours** 16 hours per week (2 days per week). Weekend and evening work will be required of this post. Payment of overtime is not applicable to this post.
Potential to increase post to 3 days per week, funding dependant.
- Salary** £20, 573 pro rata
- Holidays** 25 days per annum, pro rata
- Probation** The position is offered as a fixed term post, including a 1 month probationary period.
- Notice** The contract is subject to 1 month notice, either side.
- Term** Fixed Term; 12 months

All other Terms & Conditions are outlined in Tramshed's Employee Handbook. Tramshed is committed to Equal Opportunities and welcomes applications from all individuals.

TO APPLY

Completed Applications and Monitoring Forms should be sent by email to recruitment@tramshed.org with '**Community Programme Assistant**' in the subject line.

The deadline for completed applications is:

10:00am on Wednesday 21 August 2019.

Interviews are provisionally scheduled for **Friday 23 August, 2019.**

Please indicate on your application if you will be unable to make the above date.