

A watercolor illustration of a castle with a tall tower on the left, a fence, a lamp, and a tree. The scene is set against a white background with scattered blue and orange splatters. The castle is painted in shades of blue and green, with a yellow window in the tower. A black fence runs along the base of the castle. A black lamp post with a yellow light is on the left. A green tree is on the right. The foreground is a mix of blue, green, and orange splatters on a white background.

Trinity

Education Officer
Job Pack 2020

About Trinity Theatre

Trinity Theatre is a vibrant cultural hub and registered charity in the heart of Tunbridge Wells. We offer a varied seasonal programme, inspiring all age groups with our focus firmly on enriching lives and promoting cultural togetherness. With an incredibly loyal following, in the past 36 years we have grown into a community asset, hosting over 500 diverse events annually. We are also actively changing people's lives through our varied wellbeing initiatives, such as Speech Bubbles for children with speech, language and communication needs, and Trinity Encore, our choir for those living with dementia. Our art gallery is an event space like no other, supporting local artists and used by colleges and art schools alike for their end of year shows.

We have a talented and enthusiastic team of over 25 staff and over 170 volunteers, as well as employing a number of freelance artists, practitioners and casual staff to run the extensive theatre operations.

We deliver the best in arthouse and international film, screen live transmission opera, dance and theatre, and host established and up-and-coming comedians. We are at our heart a theatre and draw touring companies from across the UK but are best known for our own professional theatre productions and co-productions. Enjoying success most recently with our hugely successful 2018 Christmas show, *The Wind in the Willows* and 2017's *The Wizard of Oz*, which was awarded 5* in *The Stage* and listed as one of their top 10 Christmas shows of 2017. Our recent, acclaimed youth theatre productions include *Les Misérables School Edition*, *Sweeney Todd*, the original production of *Peter Pan*, *Disney's High School Musical on Stage* and *Variations* (part of NT Connections).

We are acknowledged as one of the leading, award winning, cultural venues in the South East of England. In 2019, Trinity Youth Theatre was named Best Performing Arts Theatre by LUX 2019 Family & Visitor Attraction Awards, while the theatre as a whole was awarded Best Local Theatre in the 2018 Muddy Stiletto Awards.



Who We Are Looking For

The Trinity Theatre Youth & Learning department is looking for an enthusiastic, ambitious and inspirational individual to take on the role of Education Officer at this exciting time of growth for our Cultural Learning programme, particularly Speech Bubbles.

The successful candidate will work closely with other members of the Youth & Learning team and freelancers. They will develop and implement the Creative Learning strategy and activities as it relates to schools and community organisations in conjunction with the Youth and Learning Manager.

As a confident and compassionate individual, you will work with our enthusiastic groups of children and young people to deliver an exciting range of activities.



Job Description

Job Title: Education Officer

Responsible To: Youth & Learning Manager

Responsible For: Freelance practitioners and assistants

Purpose of Role: To develop and implement the Creative Learning strategy and activities as it relates to schools and community organisations in conjunction with the Trinity Youth and Learning Manager.

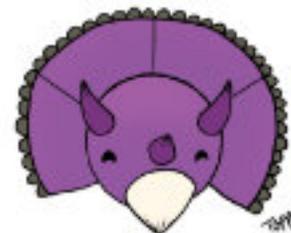


Job Description

Responsibilities

- To take an active role in growing existing, and establishing new, areas of activity with local schools and community organisations, that is responsive to the needs of the local area and delivers high quality experiences and outcomes.
- Develop innovative engagement programmes and resources, including online, for schools and local community groups.
- Build strong and strategic relationships with local schools and community organisations, ensuring growth in engagement with our Artistic and Creative Learning offer.
- Manage the implementation of our Speech Bubbles programme, including delivery at several schools.
- Design and lead on the delivery of weekly drama workshops (primarily on Monday afternoons/evenings).
- Support and nurture the relationship with strategic partners, including the London Bubble Theatre Company.
- Be an ambassador for the Creative Learning programme and Trinity Theatre as a whole.
- Be responsible for working within annual and project budgets with support from the Youth and Learning Manager.
- Work closely with the Youth and Learning Manager to prepare contracts/templates for any freelance staff delivering the Creative Learning programme.
- Organise and assist with the smooth operation of youth theatre productions.
- Act as a chaperone or assistant facilitator for youth theatre activities.
- Prepare reports for the Youth and Learning Manager, funding bodies and other stakeholders as required.
- Comply and stay current with child protection best practice and policies.
- Remain current with education and youth theatre practice nationally and locally.
- Assist and deputise for the Youth & Learning Manager with activities as required.

Please note: While this role has extensive duties delivering workshops and productions, a substantial part of the job will still be office-based.



Trinity

Person Specification

Essential

- Proven practical experience as an arts practitioner within and out of school settings, leading workshops or training.
- Experience of working in partnership with schools, colleges and the Higher Education Sector.
- A passion for theatre education and the opportunities it offers to participants and partners.
- Demonstrably strong project management, administration and organisational skills, and the ability to work to deadlines.
- Excellent communication (both written and verbal) and interpersonal skills with people at all levels, both internally and externally.
- Good working knowledge of safeguarding procedures and best practice.
- A clean, full UK driving license and access to a car.
- Willingness to work flexibly, including evening and weekend working.

Desirable

- Knowledge of children's communication development.
- Knowledge of monitoring and evaluating systems, reporting to funders, and report writing.
- Experience of building or expanding a business or charity.
- Experience of setting and managing project budgets.
- Experience of developing and writing fundraising bids.
- Experience of using basic graphics editing packages, ideally the Affinity suite.
- Current chaperone license.
- First Aid qualification.

Outline of Terms and Conditions

Salary

The role will be remunerated at £20,000 per annum

Hours of Work

40 hours a week. Working hours are scheduled around the demands of the Youth & Learning department. Flexibility and ability to work irregular hours will be required and work hours will often include weekend, Bank Holidays and evening work.

Time Off In Lieu (TOIL) may be given at the discretion of the Youth & Learning Manager.

Holiday

24 days a year in addition to 8 bank holidays.

Pensions

Up to 3% matched pension contribution after qualifying period.

Parking

Trinity provides free on-site parking to all staff while on-duty.

Staff Benefits

- Automatic entry into the theatre Friends scheme at no charge. This offers all of the benefits of a Single Friends Membership, including discounted tickets and priority booking.
- Two complimentary tickets for performances/screenings at Trinity, with the option to release tickets or purchase them should an event sell out.
- 37.5% discounts on cooked food at our onsite Kitchen and Bar, both on- and off- duty, and free tea, coffee and soft drinks.

Probation and Notice

The probation period will be three months. The notice period will be two months for both parties.

The logo for Trinity, featuring the word "Trinity" in a stylized, pink, lowercase font.

How to Apply

To apply, please complete an application form and return it to Becky Waight, General Manager at the address or email below:

- Trinity Theatre, Church Road, Tunbridge Wells, Kent TN1 1JP
- hr@trinitytheatre.net

You are welcome to also send a CV, but this should be in addition to the application form.

To have an informal conversation about the role, please contact Jason Lower, Youth & Learning Manager via jason@trinitytheatre.net

Trinity is an equal opportunities employer. We recognise the value of diversity within the workforce and actively encourage applications from those with less visibility in the arts. We are also a Disability Confident Committed employer. All disabled candidates who demonstrate that they meet the essential criteria will be invited for an interview.

Completing the equal opportunities monitoring form attached to the application form will help us ensure that we are carrying out our equal opportunity policy. Any information provided will be kept confidential and will have no bearing on your application.

The closing date is 30th August, with interviews held shortly after.

