



# Trinity

Creative Engagement Administrator  
Job Pack 2022

# Who Are You?

Trinity is looking for an organised and enthusiastic individual to support the Creative Engagement Team with administrative duties. This role would be ideally suited to someone who has high levels of organisational skills, attention to detail and strong written and verbal communication skills.

The Creative Engagement Team run a number of projects, including Trinity Youth Theatre, Trinity Encore (for older adults) and our schools programme (including Speech Bubbles) supporting thousands of people across the local and wider Kent communities

With recent large capital awards and exciting growth Trinity stands ready to begin a new chapter and this role will be key to unlocking our aspirations and potential.



# Job Description

**Job Title:** Creative Engagement Administrator

**Responsible To:** Creative Engagement Director

**Responsible For:** Administration associated with Trinity Creative Engagement's projects and activities (eg. keeping calendar of events fully up-to-date, management of department's email inbox, processing invoices, etc)

**Purpose of Role:** This role will be responsible for the day to day running of the Creative Engagement Team supporting their Youth Theatre, Encore and School projects, coordinating and co-operating with other departments as necessary.



# Job Description

## Key Responsibilities:

**Administration** associated with Trinity Creative Engagement's projects and activities (eg. keeping calendar of events fully up-to-date, management of department's email inbox, processing invoices, etc)

Assist with the **organisation** projects and events

**Respond** to enquiries for Creative Engagement projects, including Trinity Youth Theatre, Trinity Encore (for older adults) and our schools programme (including Speech Bubbles)

Assist setting up materials and rooms for **events** and projects

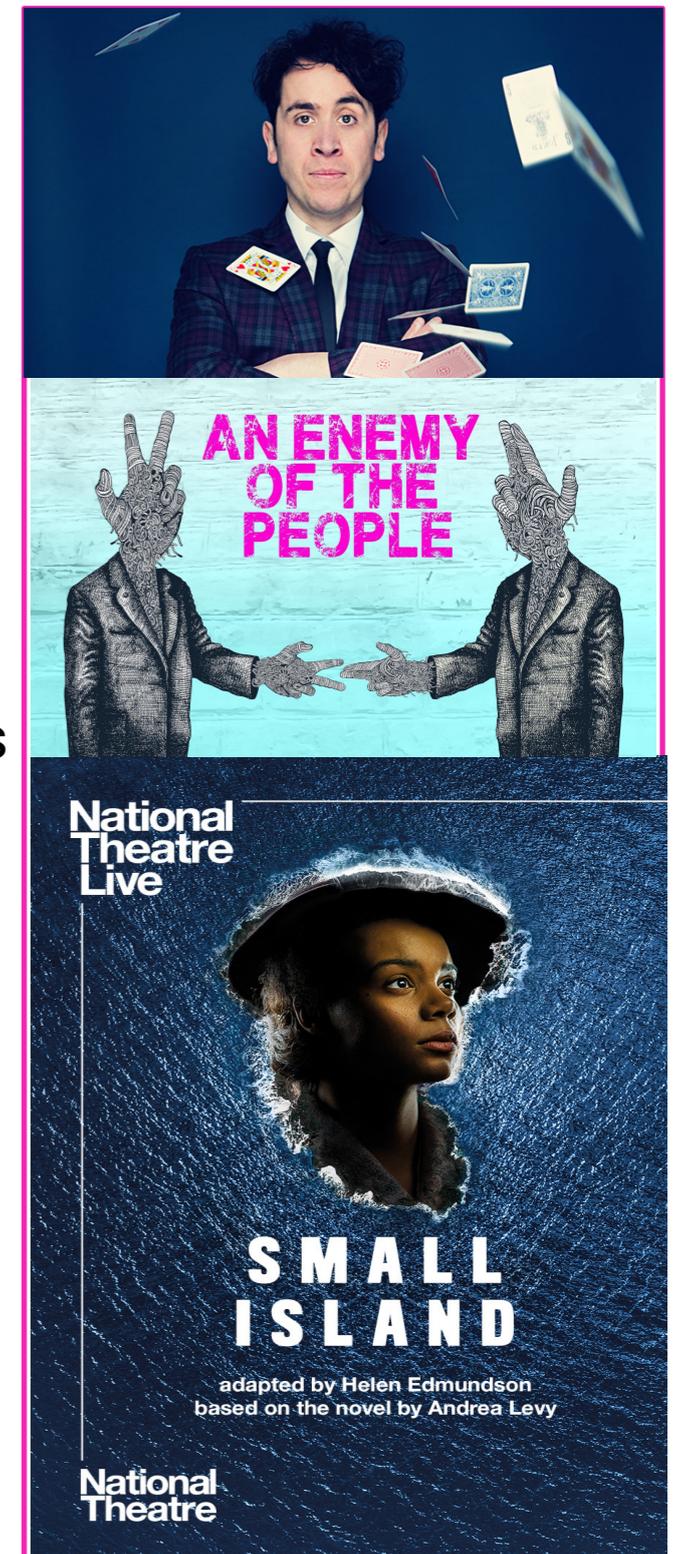
Assist with the promotion and **marketing** of projects

Assist with the monitoring and evaluation of projects and maintain databases, collate **data** for reporting and evaluation and input data into our evaluation and monitoring tools

Support the Creative Engagement team with **research** tasks and report and copy writing for evaluation, fundraising and promotion.

Occasional **chaperoning** of youth theatre productions

Other duties as required which are commensurate with the role



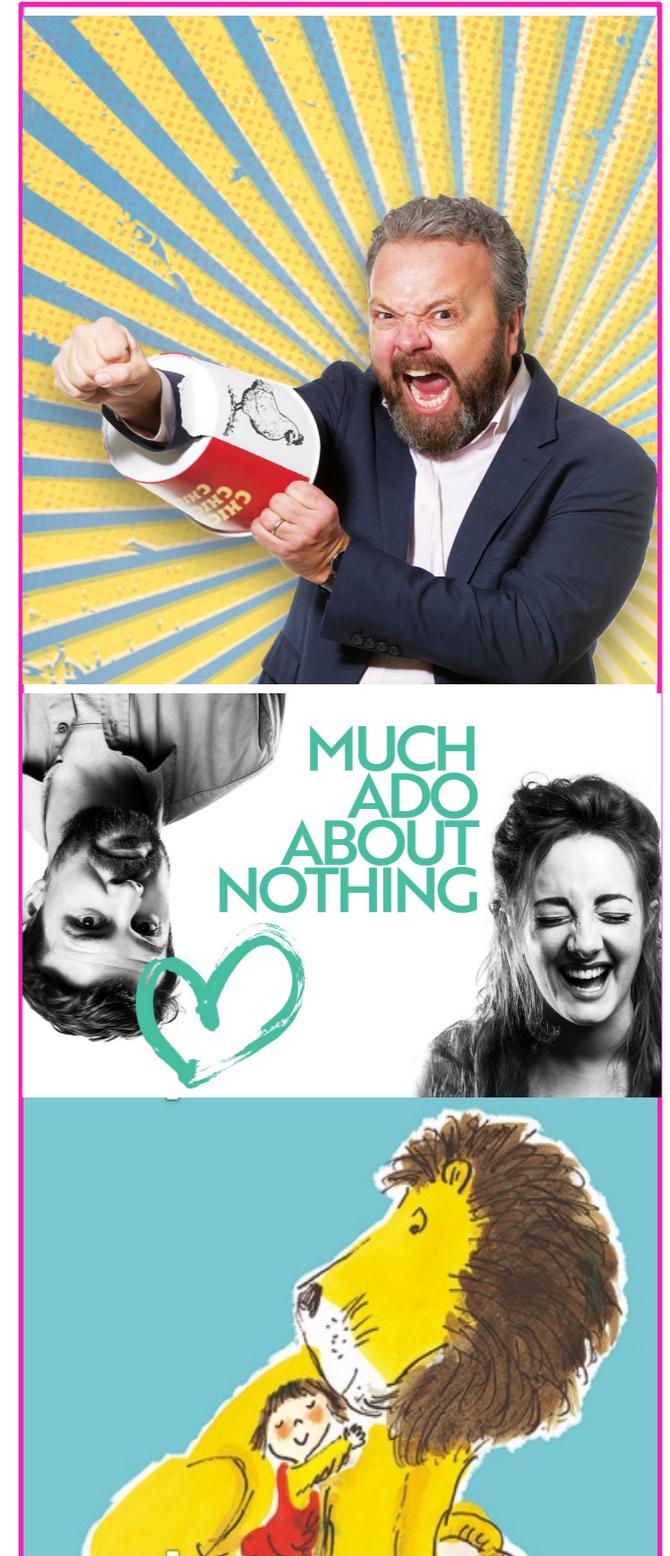
# Person Specification

## Essential Skills and Experience

- Excellent organisational skills, with attention to detail and accuracy
- Strong written and verbal communication skills
- Confident telephone manner
- Good working knowledge of Microsoft Word, Excel and Outlook
- Friendly and approachable

## Desirable Skills and Experience

- Experience of working with children, young people or older adults
- Experience of working with the Affinity Suite (Publisher, Photo, Designer)
- Current professional chaperone license (or willingness to acquire one)
- Understanding of creative arts/theatre/community engagement
- Current, clean driving license and access to a car



# Who Are We?

Trinity 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 39 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 external wellbeing initiatives. Our art gallery supports local artists and is used by colleges and art schools for their end of year shows. We also host regular community and corporate events and are a popular venue for local AGM's and seminars.

We programme a robust and diverse schedule of events, with leading touring theatre companies from across the UK, the best in arthouse and international film, live transmissions from leading national venues, renowned comedians and musicians and are well known for our own professional theatre productions and co-productions.

We have a talented and enthusiastic team of over 18 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 strive to be the leading cultural venue in the South East of England and in 2017 were awarded a 5\* review in the Stage for our Christmas Show, were named *Ethical Business of the Year* at the Tunbridge Wells Love Where You Live Awards, and in 2018 and 2019 were awarded *Best Theatre in Kent* at the Muddy Stiletto Awards.



## Our Values

Trinity wishes to be

- an **inclusive** organisation that welcomes and encourages anyone to become involved in and engage with Trinity, and in the arts more broadly.
- an **imaginative** organisation that takes creative and innovative approaches to delivering activities and running an arts charity sustainably.
- a **nurturing** organisation that supports, develops and cares for its staff, volunteers, partners and audiences.
- an **excellent** organisation that strives for high standards and professionalism in every way it operates from customer service to performances so that customers always have great experiences when engaging with us.
- a **magical** organisation that creates new work, that realises it can provide something special for people and one that enriches people and fills them with joy

All staff are expected to work within and promote the charity's values and approach.



# Role Details and Remuneration

## Salary

The role will be remunerated at a rate of £22,000 per annum on a pro-rata basis of 0.8FTE (32 hours a week) for a 3 month fixed term contract January – March 2023

## Hours and Place of Work

32 hours a week. Trinity Theatre normally operates 7 days a week, however hours will vary week to week dependent on event requirements, *with some need for evening and weekend work.*

## Flexible Working

Partial remote working and flexible hours is welcome subject to organisational requirements.

## Holiday

24 days a year in addition to 8 bank holidays pro-rata (6.4 days over the 3 month 0.8 FTE fixed term)

## Parking

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

## Staff Benefits

- Automatic entry into the theatre Friends scheme at no charge.
- Complimentary tickets available subject to conditions.
- Discounts at our onsite Kitchen and Bar, both on and off duty, and complimentary hot/soft drinks.

## Notice and Pension

Notice period will be two weeks for both parties. As this is a 3 month contract you will not be entered into Trinity's Pension Scheme.

## How to Apply

To apply, please send Jason Lower, Director of Creative Engagement, an email via [jason@trinitytheatre.net](mailto:jason@trinitytheatre.net) with your CV and a brief covering letter outlining your experience as it relates to the job specification.

The closing date for applications is midday on Monday 12 December, with interviews soon after.

## Further Details

### **Data Protection**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. All information in your application is treated in the strictest confidence. Your application will be kept on file for a maximum of 12 months and then destroyed.

### **Equal Opportunities**

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process they should make contact to discuss any potential adjustments. Job shares would be considered if applications made jointly.

### **Appointments**

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.