January 2020

Dear Applicant,

Thank you for your interest in the post of **Learning and Participation Coordinator.**

Please find enclosed:

1. Job Description and Person Specification
2. About Theatre Royal Stratford East
3. Application Form

Completed applications are to be returned by **Wednesday 29 January 2020**

First round Interviews will be held on: **Monday 10 February 2020**

Second round interviews will be held on: **Thursday 13 February 2020**

To apply for this position, please return your completed application form and monitoring form to recruitment@stratfordeast.com

You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre’s policies, current programme and past history.

I hope that you will be interested in applying for the post

With best wishes,

Eleanor Lang

Executive Director

**Due to high volumes of applications, we are unable to contact you if you have not been shortlisted.**

**Job Description**

**Job Title: Learning & Participation Coordinator**

**Reporting to: Learning & Participation Manager**

**Responsible for: Freelancers**

**Main purpose and scope of the role**

The Learning and Participation Programme at Stratford East will focus on talent development in people of all ages, taking inspiration from the work of our artistic programme. The department will provide creative opportunities for people of all ages to participate in; from those who want to develop their creativity for enjoyment to those who wish to make a career of it.

This post will join the department at an exciting time supporting the L&P Manager to build on and grow a dynamic and busy programme of workshops, events and projects as well as providing thorough administrative and practical support.

**Principal Duties and Responsibilities**

**Project Delivery**

* Support the L&P Manager in all aspects of the delivery of the L&P programme
* Be the first point of contact for the individuals booked onto the L&P Open Programmes
* Be the first point of contact for the schools and community programmes
* To provide support to artists and practitioners during sessions
* Liaise with freelance practitioners, staff directors, acting company, production, technical and creative teams in relation to the delivery of the programme
* Recruit and coordinate volunteers for projects
* Manage the schools work experience programme
* With the L&P Manager, ensure that all workshops, events and projects are risk assessed
* Work within allocated budgets
* Maintain reporting data and monitoring and evaluation systems
* Ensure resources are in place for L&P activity

**L&P Administration**

* Be first point of contact for freelancers and assistants
* Maintain and develop relevant information databases for the department
* Draw down data reports for funders and colleagues for funding reporting purposes
* Ensure Health and Safety & Safe Guarding requirements are met
* Work closely with the Marketing team to ensure website copy and images are updated regularly, to generate social media content and promote relevant projects and productions to schools, individuals and wider networks
* Book spaces for activities
* Issue contracts for freelancers engaged on L&P Programmes
* Process invoices and fees for all L&P programmes
* Represent L&P at internal meetings and allocated working groups
* Answer phone and deal with public enquiries
* Coordinate recruitment activity for all L&P open programmes
* With the L&P Manager, to develop and maintain relationships with partner organisations

**General**

* To represent the theatre at some events, conferences and meetings etc
* To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
* As a member of the L&P team, contribute to an open, creative and collaborative culture
* To work with the Agent for Change on all elements of the L&P Department’s work
* To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
* To undertake any other duties as appropriate to the post

**Personal Specification**

**Personal attributes**

* A strong interest in theatre and participatory work and commitment to equal opportunities and access to the arts for all
* Ability to work well under pressure and to take a hands-on approach when necessary to get the job done
* Able to work independently and as a team member
* Confidence to liaise with a range of stakeholders, including individual bookers, families, funders, schools and young people
* Excellent communication skills, particularly the ability to use digital technology and social media to communicate with L&P participants for recruitment drives
* Willingness to work flexibly, including regular evening and weekend working
* Understanding of working in a culturally diverse environment

**Skills and Experience**

* Confident use of Microsoft office suite on a day to day basis
* Excellent administration skills with a strong attention to detail
* Highly organised with ability to coordinate multiple projects and manage competing workloads
* Experience of database management
* Experience of budget management
* Experience of providing workshop support

**Knowledge**

* Knowledge of safeguarding and child protection practise
* Knowledge of the local community in East London

**Contract type:** Full time and permanent.

**Salary: Salary:** £22,000

**Holidays:** 22 days per annum plus bank holidays pro rata. This will increase by 1 day for each full holiday year of service completed to a maximum total of 25 days pro rata.

**Probation:** 6 months

**TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities**

**About Theatre Royal Stratford East**

Since 1884, Theatre Royal Stratford East, the historic producing house in the heart of London’s East End has spearheaded diverse work, and championed often marginalised stories on its stage.

From 1953 – 1979 the theatre was the home of Joan Littlewood’s legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as Oh, What a Lovely War! and A Taste of Honey.

Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo to name but a few.

Under Nadia Fall’s Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work.

Situated in the heart of the East End community, we run an engaging Learning and Participation programme and are accessible and open to all.