



# Community Engagement & Education Manager Information Pack

# Are you ready to help change someone's life?

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We are looking for a Community Engagement and Education Manager to lead, develop and manage our education and outreach programme, based on the work we create highlighting social injustice.

It's an exciting time to be joining the organisation and you will play an important role in our next period of growth and development.

You will be an amazing communicator, enthusiastic, motivated and passionate about the role that performing arts can play to support young people and communities. Your skills and previous experience will help raise our programme to new heights of excellence.

Programme opportunities include our mobile parkour park, creative residencies, engagement based around our touring productions (our most recent projects were about modern slavery [ON EDGE](#) and loneliness [MOVING TOGETHER](#)) plus setting up and overseeing our Youth Panel in Oxford and a community ambassador scheme for our touring programme.

The Education Manager is a freelance contract initially running between August 2022 and March 2023 with an option to extend. We are Oxford based and have office space available but are very happy for the successful candidate to work remotely. Flexible working hours will equate to 2 days a week which will include regular meetings and attending some events and activities.

We are keen to ensure our organisation reflects the community we work in, and particularly welcome applications for this role from candidates from marginalised communities or those with lived experience of social injustice.

## KEY RESPONSIBILITIES

◆ You will be responsible for our Community Engagement Programme including the promotion of and bookings for workshops, residencies and the parkour park, maintaining our reputation for innovation and quality.



- ◆ You will plan and manage all community engagement activities related to our touring shows including liaising with delivery partners, community organisations and promoters.
- ◆ You will research, establish and manage an outreach ambassador programme for our touring locations to connect and establish Justice in Motion with local communities
- ◆ With our Artistic Director and key partners, you will create and distribute education packs and resources tying key aspects of the national curriculum to our touring shows. You will also make workshop packs for new and existing bookers of our education work.
- ◆ You will ensure appropriate and effective evaluation of any classes, workshops, residencies and other projects, monitoring and reporting outcomes to share with funders and partners.
- ◆ You will develop and manage relationships with a range of organisations and individuals including programmers, community organisations, schools and other academic organisations, third sector bodies and cultural institutions.
- ◆ You will be required to work within any budgets and schedules relating to the Community and Engagement programme.
- ◆ With the marketing manager you will set targets for participation in the Community and Engagement programme and develop marketing plans and content with which to engage them.
- ◆ You will liaise with the Artistic Director the day-to-day management of the Community and Engagement programme ensuring a smooth delivery and exemplary experience for participants
- ◆ You will ensure the Community and Engagement programme contributes to and complies with best practice including legal requirements, data management, safeguarding, volunteer support and risk management. You will provide updates to the Board of Trustees as and when required.

Please note - this list of key responsibilities may be subject to alteration and/or addition if circumstances require it.

## DESIRABLE ATTRIBUTES

You will be highly motivated and able to deliver amazing work alongside an understanding of and commitment to equity, diversity, justice and inclusion. You will be required to manage your own time in carrying out your duties and understand how to achieve a healthy life/work balance.



- ◆ Significant experience of developing and delivering community programmes for young people and a range of harder-to-reach, marginalised and diverse audiences
- ◆ Experience working with a wide range of community groups
- ◆ Experience working within schools / formal education sector
- ◆ Experience working in the outdoor arts / dance / parkour sector
- ◆ Exceptional interpersonal and communication skills with proven people and project management skills
- ◆ Excellent organisation, prioritisation, and time management skills with a keen eye for detail
- ◆ Experience of collaborating with, and managing artists and creative practitioners
- ◆ Understanding of issues that young people, marginalised and diverse communities face and a passion and ability for amplifying their voices
- ◆ Understanding of issues around social injustice that Justice in Motion addresses, particularly around county lines, gang culture, drug abuse & modern slavery

## FEE

We are offering a monthly fee of £1,200 for the equivalent of 2 days per week.

## HOW TO APPLY

If all of this sounds like a great opportunity to you and something, you would be thriving in – then send us your application and tell us why you'd be the right person for the job!

Please send a CV and covering letter, highlighting any relevant previous experience and reasons why you want to apply along with a completed Equal Opportunities form by Sunday 3rd July.

You may also send a short video or audio file in place of a written document. If you have other access needs, please let us know if you would like to apply in a different way.

All shortlisted candidates will be interviewed online on Zoom during the week commencing 18th July.



The post itself is offered from 1st August 2022 to 31st March 2023, with the possibility to extend subject to funding and mutual agreement.

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