

# MARLOWE THEATRE

## Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	L&P Young People's Co-ordinator
Reports to	Learning and Participation Manager
Grade	L P/T 4 days (FTE 0.8 / 29.6 hrs p/w)

JOB PURPOSE
<p>To coordinate and deliver key strands of the Young People's programme to support the delivery of the Marlowe Theatre's vision and mission.</p> <p>Delivering projects with young people and partners to support long-term engagement in the Marlowe Theatre's work, which enables young people to access our work, productions, and opportunities and supports the development of new audiences.</p>

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none"><li>• To support the implementation of Marlowe Theatre's key strategies by developing strong relationships with young people and organisations working with young people.</li><li>• Within the L&amp;P young people's programme be a direct point of contact for parents, carers and young people working on our projects, with responsibility for the pastoral care of participants.</li><li>• To plan, schedule and coordinate key strands of young people's activity – supported by the L&amp;P Manager and Producer</li><li>• To liaise with internal departments, external artists, and national partners, to deliver programmes of activity, being a direct point of contact supporting logistics.</li><li>• To support the project management of performance events within the young people's programme supported by the L&amp;P Producer.</li><li>• To support child and vulnerable adult safeguarding within the Marlowe Trust including organising and undergoing training for theatre staff</li><li>• To work collaboratively with the wider team</li></ul>

- To work with the Director of Learning & Participation and L&P Manager to develop, coordinate and deliver the Marlowe Theatre's Learning & Participation strategy.
- To obtain and evaluate feedback from those taking part in activity, in line with the Marlowe Theatre's evaluation framework. To review processes and continuously contribute to the development of and improvement of activity delivery.
- To ensure compliance with the Marlowe trust policies and procedures so the trust is fulfilling its obligations.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe Theatre's values.

## REQUIRED ATTRIBUTES

<b>Required Qualities</b>	<p>The Marlowe Theatre's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>In order to live our values, our <i>Young People's coordinator</i> should be:</p> <ul style="list-style-type: none"> <li>• A collaborative and proactive team player</li> <li>• Great with young and vulnerable people</li> <li>• Rigorous and detailed orientated</li> <li>• A creative thinker and problem solver</li> <li>• Passionate about the purpose and value of theatre</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of youth arts best practice</li> <li>• Some knowledge of contemporary theatre</li> <li>• Some knowledge of theatrical producing processes and procedures</li> <li>• Some knowledge of relevant legislation and regulations including health and safety and safeguarding</li> <li>• Some knowledge of relevant legislation and regulations, in particular the General Data Protection Regulation 2016.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good level of administration skills</li> <li>• Good level of budget management skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good level of people management skills.</li> <li>• Good level of planning skills</li> <li>• Good level of project management skills</li> <li>• Excellent written and verbal communication skills – including being able to express information in accessible ways to people from a wide range of backgrounds and lived experiences</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good level of experience working with young people in an educational or arts setting</li> <li>• Good level of experience in managing, coordinating and/or facilitating participation projects within an arts organisation or educational setting.</li> <li>• Some experience of being responsible for safeguarding young people and vulnerable adults</li> <li>• Some of experience of budget management.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• We value education and GCSEs in Maths and English at Grade 4 or above are desirable for this role. We will however, consider applications from suitably skilled and experienced candidates without a qualification.</li> <li>• This role requires the postholder to undergo a DBS check</li> <li>• First Aid is desirable</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	n/a
<b>Number of staff reporting to the job holder</b>	None
<b>Any other relevant statistics/information</b>	None

<b>WORKING ENVIRONMENT</b>
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe Theatre’s performances happen mostly in the evenings and at weekends. To deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p> <p><b>This role requires regular evening and weekend working especially during term time. Current activity happens during the times below, but is subject to change:</b></p> <ul style="list-style-type: none"> <li>• Saturdays 10.30am – 3.30pm</li> <li>• Mondays 5.30-7.30pm (monthly)</li> <li>• Tuesday 5-7pm</li> <li>• Thursdays 4-8pm</li> </ul>

<b>ORGANISATION CHART</b>
See attached

**July 2023**