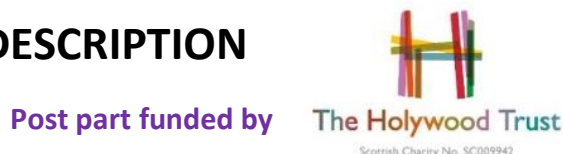




Education & Youth Engagement Officer (EYE) (part time)

JOB DESCRIPTION



Job Title: Education & Youth Engagement Director

Salary: £26,465 pa pro rata for 21 hrs pw = £15,879 pa

Intended as a permanent post subject to funding (currently funded to 31 March 2028)

Location: Dumfries

Reporting to: Theatre Director

Responsible for: Freelance workshop leaders / practitioners/ assistants

The Education & Youth Engagement Officer (E.Y.E.) will be responsible for the management and development of children's and young people's work at the Theatre Royal.

Working to the Guild of Players' Strategic Plan, the EYE will be responsible for building relationships with national and local organisations including colleges, community groups and schools and delivering education outreach activities to help improve the learning opportunities provided by the theatre-

The EYE will also be responsible for the organisation of the Guild of Players Youth Theatre, delivering and supervising workshops, and producing Guild of Players Youth Theatre productions.

Introduction

Built in 1792, the Theatre Royal in Dumfries is the oldest theatre in Scotland. Within its walls are 220 years of social, literary and dramatic heritage, woven together to create an historic legacy both for Dumfries and for the whole of Scotland. The Theatre has been run since 1960 by the Guild of Players. A major refurbishment in 2015 has allowed the Theatre to considerably expand its community and education programme. This post is one of a few paid staff employed by the Guild of Players, who own and manage the Theatre Royal Dumfries.

Key responsibilities

- Organising the Guild of Players Youth Theatre - delivering and also supervising workshops and productions. (This accounts for 40% of the role).

- Lead on the development of a youth arts strategy and action plan for Dumfries and surrounding areas, encouraging and consolidating the youth arts offer of the theatre, and ensuring its accessibility and reach.
- Planning, organising and delivering participatory activities for children and young people.
- Building networks with community groups, local authority schools, national organisations and education bodies.
- Leading the education outreach activities to schools and other groups.
- Managing the “teaching theatre” programme for student and volunteer placements creating pathways to further education and employment.
- Monitor and review service delivery and evaluate the impact of youth arts activity against the current Strategic Plan.
- Support youth audience development and encouraging inclusive participation in conjunction with the Marketing & Communications Officer and heritage work.
- Contributing to budgets / reporting and complying with financial controls.
- Contributing to grant applications and financial reports to funders, stakeholders, Guild of Players Council and Board meetings.
- Applying health and safety legislation and policy knowledge (including writing risk assessments for events).
- Keeping up to date with legislation and best practice applicable to working with children and young people, including those with additional support needs.
- Being the responsible Children & Vulnerable Adults Officer for the Guild of Players.
- Undertake Duty Manager responsibilities if required
- Sharing routine admin tasks – e.g. answering phone calls for colleagues.
- Undertake any other duties as reasonably required by the management.

Essential skills and experience

- A minimum of 2 years’ experience in a relevant field.
- A degree, teaching certificate or equivalent such as theatre / drama qualification.
- Direct relevant experience of working with children, young people and other groups to deliver activities, workshops and outreach sessions.
- Excellent communication and presentation skills: clear, effective and engaging in spoken communication.
- Good interpersonal and influencing skills.
- Ability and experience of leading and working as part of a team.
- Ability to work independently, be proactive, prioritise and work effectively.
- High standard of written English, able to state a case clearly, logically and concisely.
- Good standard of numeracy and financial awareness.
- IT skills including Microsoft Word and Excel and ability to deliver sessions remotely if required.
- A valid PVG, or willing to undergo PVG checks and relevant training around child safety.

Desirable skills and experience

- Experience of volunteer run organisations.
- Community engagement work.
- Web content management and social media skills.
- Experience of working with children & young people who have additional support needs, as workshop leader and / or mentor.
- Experience of Arts Award delivery.

Hours and leave

The post will involve some weekend and regular weekly evening working with Guild of Players Youth Theatre. Additional hours will be required during busy periods and may be redeemed as time off in lieu.

A PVG check will be completed for the successful applicant before commencing work.

