

CANDIDATE PACK EDUCATION & YOUNG PEOPLE'S CO-ORDINATOR

HELLO AND WELCOME

Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation. For the past 18 months they have been implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

OUR MISSION AND VALUES

OUR VALUES

NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing long-term financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

OUR MISSION AND VALUES

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

As a THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

JOB DESCRIPTION

Post: EDUCATION & YOUNG PEOPLES CO-ORDINATOR

Salary & Band: £26,000-28,000

Department: Producing and Communications (Marketing)

Contract: Permanent

Hours: Full-Time

Reporting To: Education & Young Peoples Producer

Responsible For: Working across the two departments (Producing and Communications) to support the programme of work with schools, colleges and alternative education provision and young people involved in our HUBs programmes

Location: The Belgrade Theatre, Coventry

JOB PURPOSE AND ROLE:

This post will work across the Producing and Communications teams to develop and support the ambition and reach of the

work we do with, by, and for young people across formal and non-formal education.

The Education and Young Peoples Coordinator will be responsible for developing relationships and communications with local schools, colleges and youth groups with a view to maximising their engagement with the work we produce and with the programme of touring shows, on offer at the theatre.

The role will be the lead co-ordinator for a wide range of activity including our *Insight Days*, which invite school groups into the building to experience the range of careers on offer, workshop offers both in and out of school, creative resources, CPD for teachers and Young Peoples' HUBs programme.

The role will also advise the Communications Department on purpose driven communications and mechanisms to improve our work with schools and colleges, to make any trip to the theatre, accessible and enjoyable.

WHAT YOU WILL DO

PRINCIPLE DUTIES & RESPONSIBILITIES:

- To develop links with a range of existing, and new, school and community groups to encourage and enable their interface with the theatre,
- To co-ordinate a range of theatre visits and workshops with school and college groups,
- To build relationships with the theatre's creative teams to develop bespoke education offerings for local schools for home produced shows,
- To co-ordinate and facilitate the educational packages offered by touring productions,

- To provide co-ordination support to our out of school weekly Children and HUBS programme,
- To deliver the theatre's *Insight Days*, where schools are invited into the building to learn of and experience the range of careers on offer in the theatre,
- With support of the Education & Young Peoples Producer, to research, design and deliver new programmes to meet curriculum requirements and / or school improvement plans being delivered in schools,
- To oversee the co-ordination of creative resources (e.g. scripts and education packs) in a way that makes them accessible to schools online,
- To work with freelance artists and other members of the creative teams to support other programmes of work where appropriate.

Financial

- To monitor all expenditure, and to work within budgets as agreed with the Education and Young Peoples Producer,
- To operate within the theatre's financial control procedures.

Communications

- To advise the Communications team on how to engage with schools in the most effective way i.e. what information do they need, when do they need it, what are the key barriers to visiting we can help them overcome,
- Become familiar with the theatre's booking system, Spektrix, and liaise with the Box Office team to help monitor, co-ordinate track and bench mark colleges and school group bookings,
- Advise on and support the creation of marketing materials aimed at increasing bookings from schools and colleges,

- To develop an understanding of the Belgrade Theatre brand and the work of the Communications department and to support and promote this,
- To work alongside the Head of Communications and Deputy Communications Manager in supporting the activities of the Communications department,
- To develop interactive education material on the theatre's website.

Other

- To work in collaboration with other departments including Production and Front of House, to ensure the work is delivered successfully,
- Be part of the Belgrades Safeguarding Team and undertake any other duties that are consistent with the function of the job.

WHAT ARE WE LOOKING FOR

PERSONAL ATTRIBUTES:

Essential:

- An understanding of the National Curriculum and how to connect the work of the theatre with National Curriculum requirements,
- Experience in co-ordinating, supporting, planning and delivering drama activities with people of any age whether in a school or community setting,
- Skills in planning interactive workshops and workshop programmes,
- The ability to liaise with external organisations and relevant groups,
- An understanding of the principles and value of participatory arts practice,
- The flexibility to engage and work with participants with a wide range of needs and backgrounds,
- Excellent communication and interpersonal skills,
- Administrative skills, including basic computing and database skills,
- Computer Literate: Proficiency in the use of Word, Outlook and Excel and willingness to learn other computer packages used by the theatre,
- Excellent team worker, supporting the work of colleagues as well as inviting support and input in return,
- To be an effective champion to young people of the value of live Theatre,
- Willingness to embrace the Belgrade Brand Values to be people centred,
- Direct experience of working with schools in setting up workshop programmes,

- We are looking for candidates with knowledge and experience of work within education.

Desirable:

- Skills or experience in a range of arts forms in addition to drama,
- Experience of writing education packs that are imaginative in their execution, and empower participants in the activities to explore the subject matter themselves,
- A local knowledge of Coventry and the surrounding region.

ADDITIONAL INFORMATION

- Starting date: ASAP
- Salary: Pay is monthly in arrears and is £26,000 - £28,000 pa gross. Annual Pay Review is April 2025
- Probationary period: There is a probation period of 3 months during which the notice period is two weeks. After confirmation of appointment the notice period is 2 months
- Working Hours: This is a full-time post which is based on 39 hours Monday to Saturday, working 5 days out of 6. Sunday working paid as TOIL. Regular evening and weekend working
- Pension: The Belgrade Theatre runs pension auto enrolment and is currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available
- Holidays: 28 days per annum including Bank Holidays, rising by one day every complete year worked, to a maximum annual holiday entitlement of 33 days (including Bank Holidays). Pro Rata for part time working
- Location: Coventry

The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.

Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement.

On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work. Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars.

HOW TO APPLY

Please send a CV and covering letter by 12 midday on Monday 23 September to recruitment@belgrade.co.uk or via post to: Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.

Please clearly mark the subject of your email, or address on the front of your envelope, as Education and Young People's Co-Ordinator.

Your CV should include: dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

Your covering letter should include: why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the What You Will Do & What We Are Looking For sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video.

Your covering letter should be no more than two sides of A4/500 words or a [video/voicenote of no more than five minutes](#) in length.

If you are applying through the Disability Confident Scheme, please reference that in your cover letter or application, and also complete the disability confident survey via this link: [Disability Confident Survey](#).

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry. Interviews will take place 2/3 October.

EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide

diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).