

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Audience Development and Participation Officer

Vacancy ID: 008467

Salary: £11,329.00 - £12,975.50 Annually

Closing Date: 18/02/2018

Benefits & Grade

Grade M

Contract Details

Permanent

Contract Hours

18.5 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Darlington Hippodrome is seeking an Audience Development & Participation Officer to develop new and existing audiences for the Theatre, through targeted, high quality engagement activities which complement the theatre's artistic programme. We are seeking a new team member with proven experience in audience development and delivery of participatory activities in an arts setting to work alongside our existing officer in a job share role. The successful candidate will lead on the strategic development of audience development through participatory activities including the planning, management and delivery of Hippodrome Youth Dance & Youth Theatre, school engagement, work experience scheme, talks and tours, community and family projects, access policy and the Theatre's Friends scheme

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Heather Walkington, Director of Fundraising & Development, on 01325 406104.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES AND RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Audience Development and Participation Officer
<u>GRADE :</u>	M
<u>JOB EVALUATION NO.</u>	B1526
<u>REPORTING RELATIONSHIP</u>	Director Fundraising & Development
<u>JOB PURPOSE :</u>	To develop new and existing audiences for the Theatre, through targeted, high quality engagement activities which compliment the artistic programme and to lead on the strategic development and delivery of Hippodrome Youth Dance & Youth Theatre, school partnerships and the Friends scheme
<u>POST NO.</u>	D10500
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Development of a programme of education and outreach activities, including talks, special events, workshops and tours which compliment the artistic programme.
2. Contribute to the development and delivery of accessible performances, to help to promote them and to encourage engagement with them.
3. Assist the Marketing Manager with the collection and evaluation of audience data, helping to identify priority groups for audience development and contributing to the development of strategies to engage with them.
4. Development of Hippodrome Youth Dance & Hippodrome Youth Theatre participation and membership offer, including consultation with young people to help to inform the strategic development of the offer.
5. To lead on safeguarding within the Theatre.
6. To contribute to the recruitment and CPD of Youth Theatre and Dance leaders, tutors and workshop leaders and supervise as necessary.
7. Contribute to the development of the Friends of the Theatre Scheme, developing membership benefits, including special events.
8. Create relevant and interesting online content and use of social media to encourage engagement with the theatre and its offer.
9. Contribute to the revenue fundraising strategy through regular communication with the Director of Fundraising & Development

10. To establish positive relationships on behalf of the theatre, with schools, colleges and universities, researching their priorities for creative learning and developing the theatre's engagement offer accordingly.
11. Helping to ensure the theatre is rooted in the local community by promoting positive relationships with Darlington residents and community groups.
12. Ensure that the PDR process operates effectively within your team and that mid and end year reviews are completed and submitted to the Council's timescales.
13. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a supervisor and employee in line with these.
16. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: July 2014

DARLINGTON BOROUGH COUNCIL

NEIGHBOURHOOD SERVICES AND RESOURCES

PERSON SPECIFICATION

POST NO – D10500

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Degree or equivalent in a performing arts related subject		D
2	Relevant post-graduate qualification		D
	Experience & Knowledge		
3	Approximately two years' experience in an arts organisation	E	
4	Approximately two years' experience of developing and delivering youth or community activities	E	
5	Experience of working with and supervising volunteers	E	
6	Experience of project management including managing a budgetary framework	E	
7	Experience of event coordination and management	E	
8	Knowledge of the relationship between the curriculum in schools and colleges and creative learning	E	
9	Understanding of the requirements of safeguarding	E	
10	Experience of marketing, including the use of social media		D
11	Experience of working in a school or college setting		D
12	Knowledge of gathering, evaluating and applying audience data		D
13	Experience of theatre box office software systems		D
14	Experience as a leader of youth theatre or dance		D
	Skills		
15	Ability to communicate both orally and in writing to a wide range of audiences, including the ability	E	

	to write clear, concise reports and presentations)		
16	Able to organise and prioritise work as well as work to deadlines	E	
17	Able to work on own initiative and as part of a team	E	
18	Ability to work effectively under pressure and to tight deadlines	E	
19	IT literate capable of using MS Word/Excel and other office packages	E	
	Personal Attributes		
20	Demonstrable interest in theatre and the arts		D
	Special Requirements		
21	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	
22	Flexible approach to working time arrangements to meet service requirements.	E	
23	Access to reliable transport to carry out the travel requirements of the post		D

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.