



WWW.DERRYPLAYHOUSE.CO.UK

EDUCATION OFFICER

RECRUITMENT PACK



WHO WE ARE...

The Playhouse is one of the most vibrant and loved arts centres in Northern Ireland. Established in 1992 we are here to create community, celebrate diversity and empower people through the arts.

We are a global leader in using the arts to build peace, an award winning producing theatre - pioneering and showcasing new work across both real and virtual worlds - and use the arts and education to address deep rooted social issues and promote personal development and well-being.

We matter to our locality, to the global communities we connect with, and the many diverse groups and individuals we engage with.

We work as a community, for the community, employing our creativity and imaginations to continually innovate and give of our best in order to offer a space to make meaning and a space that's here for good.

Registered with the Charity Commission
for Northern Ireland No: NIC 100119
Company Registration: NI 26912
VAT Number: 836105347



PLAYHOUSE CORE FUNDERS:





EDUCATION OFFICER

The Education Officer at The Playhouse will work with our Head of Engagement and the wider Engagement Team to support our learning and participation work in formal and informal settings and in our role as an Open College Network Centre. This is a part time role (2.5 days per week) in which you will help us ensure we develop pathways for people of all ages and abilities to engage in creative learning and participation.

We imagine working with someone passionate about the value of education and motivated by engaging people in the learning that matters to them. We also imagine that you will understand and believe in a cultural democracy, in the value of the arts as part of our everyday lives and as a force for good in the world.

As this is a dynamic role we are open to working with people from a range of backgrounds who have the relevant key skills as well as the ability and desire to learn the full scope of the job.

You are connecting with us at the most interesting of times as we begin to emerge from this global pandemic into a new world and approach our 30th year with opportunities for change and growth. The Playhouse is a place and a community that is characterful, deeply committed and visionary. If that sounds like something you want to be a part of come join us and we look forward to working with you.

TO APPLY

Please fill out the job application form outlining your suitability for the role, in particular paying attention to address the essential and (if applicable) desirable experience, skills and attributes. Please also fill out the confidential monitoring form. Both are available at www.derryplayhouse.co.uk

Send both the application form and monitoring form to Shauna Gallagher, shauna@derryplayhouse.com, whom you can also email with any queries in relation to the application process.

DEADLINE

Thursday 3rd February 2022 at 5pm.

The Playhouse is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

JOB TITLE: Education Officer
BASE: The Playhouse, Derry~Londonderry
REPORTING INTO: Head of Engagement
KEY RELATIONSHIPS: Community Relations Coordinator, Youth Engagement Officer, Arts & Peacebuilding Projects Manager
HOURS: 20 Hours (2.5 days)
SALARY: £19-24k (pro-rata)

JOB PURPOSE:

To support the learning and participation work of The Playhouse in formal and informal settings and in its role as an Open College Network Centre.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:

LEARNING AND PARTICIPATION

- Coordination of accredited and non-accredited creative learning courses and activities, which includes recruitment of artist educators, recruitment of participants, registration, marketing, general administration and finances plus course development.
- Supporting learning and participation activities in schools, universities/technical colleges and community settings.
- Open College Network Internal Verifier - moderation of all OCN units, including site visits and requesting certificates. This includes attending relevant training.
- Open College Network Administrator and Quality Assurance contact – responsible for the registration and induction of new learners, managing assessors, unit development, general administration duties, finance and attending OCN training.
- Volunteer coordinator – develop a volunteer induction pack, manage volunteers, deliver inductions, evaluation and general administration.
- Keep up to date with national and international trends in creative learning and participation.

RELATIONSHIP MANAGEMENT

- Alongside the Head of Engagement help Engagement Team build strong relationships with learners and learning providers.
- Research relevant sectors locally, nationally and internationally to support building extensive partnerships in learning and participation.

GENERAL

- Develop knowledge of The Playhouse projects, policies and activities to enable you to respond to make pitches and respond to queries confidently and accurately
- Maintain ethical and responsible processes and behaviours across the learning and participation activity at all times and ensure all activities are safe and compliant
- Work within and support the vision of The Playhouse To Create Community, Celebrate Diversity and Empower People through the Arts.
- Work creatively and collaboratively with colleagues across The Playhouse, contributing to the difference we make for the people and communities that we serve.

ESSENTIAL SKILLS AND EXPERIENCE	DESIRABLE SKILLS AND EXPERIENCE
<ul style="list-style-type: none"> • Experience and track record of developing and coordinating arts based learning and participation activities in one of the following areas: schools, universities, technical colleges, community settings. • A third Level qualification in a relevant or related discipline. • Experience recruiting artist educators and participants. • Experience of administrating courses and activities including registration, induction, assessment, finance and verification. • Experience of highly effective relationship management within an arts, educational or related field. • Experience and understanding of best practice in children and vulnerable adult safeguarding • Managing budgets. • Highly developed written and verbal communication skills. • Competent and confident on MS office systems 	<ul style="list-style-type: none"> • At least 3 year's experience in developing and coordinating learning and participation activities in one of the following areas: schools, universities, technical colleges, arts, community settings. • At least 3 year's experience of administrating courses and activities including registration, induction, assessment, finance and verification. • Experience co-ordinating volunteers.
ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
<ul style="list-style-type: none"> • Collaborative and excellent team player • Attention to detail • Learner focused with high level of emotional intelligence and empathy • Attentive listener. • Confident with a variety of stakeholders regardless of seniority. • Able to work independently and manage a varied and diverse project portfolio. • Commitment to the mission and values of The Playhouse. 	<ul style="list-style-type: none"> • Well developed coaching and relationship building skills with the ability to motivate and inspire others.



ABOUT DERRY~LONDONDERRY

Dominating the North western landscapes of Ireland, astride the flowing waters of the Foyle, sits the historic walled city of Derry~Londonderry.

With its unparalleled setting, fine architecture, wealth of history and thriving arts and music scene, Northern Ireland's second city, is the place to be.

The city is home to Ireland's only completely walled city, which is one of the finest examples of walled cities in Europe today, and are the backdrop to a unique history of the wider story of the city. Wander through the bustling streets and listen to the echoes of over 1450 years of history. Stroll along its 17th Century walls - which in 2019 celebrated their 400th anniversary - and marvel at the ever-changing skyline of a city which is constant only in the warmth of its welcome. Here you can expect many a smile of greeting from people who are noted worldwide for their friendly hospitality.

Vibrant and cosmopolitan, Derry~Londonderry is known for its delicious foodie offerings, all year round calendar of festivals and excellent value for money. We enjoy welcoming thousands of international visitors to the city every year and the people of Derry~Londonderry are some of the friendliest in Europe.

As the gateway to Ireland's northwest, our city is pulsing with life, resonant with centuries of heritage and passion, yet fresh as an Atlantic breeze. 'The Walled City' is where the Wild Atlantic Way meets the Causeway Coastal Route. This is a joyful central location filled with celebration and inspiration, as manifested in the number and quality of our festivals and special events throughout the year.

Energetic, outward looking and high-spirited, this is truly a city for all seasons.



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THE PLAYHOUSE

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