

COMMUNITY RELATIONS OFFICER (THAT'S POWERFUL)





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 we utilise the arts and education to address deep rooted social issues, promote personal development and well-being.

We matter to our locality, nationally and internationally to the global communities we connect and engage with. We work as a community, for the community, employing our creativity and imaginations to continually innovate and give of our best to offer a space to make meaning and a space that's here for good.

Our Vision is to create community, celebrate diversity and empower people through the arts. The Difference we make is bringing people to make meaning together, peacefully and with hope. Our Values in all our work are community, creativity, quality, and sustainability. We are storytellers and the enablers of people, we work collaboratively towards positive change, prioritising ideas that are sustainable and can inclusively make a difference across the breadth and depth of society.

Everything we do relates to three interdependent areas of endeavour: Empowering People, Making Peaceful Change and Producing Art.

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



PLAYHOUSE CORE FUNDERS:





COMMUNITY RELATIONS OFFICER (THAT'S POWERFUL)

The Playhouse wishes to recruit a Community Relations Officer (That's Powerful) to support the development, coordination and delivery of The Playhouse's Community Relations Programme in Cross Border Counties most particularly Theatre of Witness and That's Powerful, as well as other community relations focused projects in cross border areas.

The Community Relations Officer (That's Powerful) will do so in line with the Vision and Mission of The Playhouse and within the Engagement Strategy, working closely with The Head of Engagement.

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 Rachel Clarke- Hughes, rachel@derryplayhouse.com, whom you can also email with any queries in relation to the application process.

DEADLINE

Wednesday 31 May at 12noon.

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.

This role is funded by The Department of Foreign Affairs.



An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

JOB TITLE: Community Relations Officer (That's Powerful)
BASE: The Playhouse, Derry- Londonderry, with flexibility to work from home to be negotiated.
REPORTING INTO: Head of Engagement
KEY RELATIONSHIPS: Head of Engagement, Youth Engagement Officer, Climate Action Officer, Education Officer, Community Relations Officer, other staff engaged in community relations work.
FEE: £26-29k
HOURS: 40 Hours
Fixed Term contract

PROJECT DESIGN, PLANNING AND SCHEDULING

- Working closely with the Head of Engagement to ensure the delivery of high-quality Peacebuilding, Community Relations and Performing Arts learning resources and engagement projects from their concept to their completion, undertaking logistics planning and administration.
- Devise and propose annual project plans and schedules aligned to the overall Playhouse and Operations programming timeline.
- Work closely with all internal staff (including Front of House, Box Office, Housekeeping, Finance, Development, Theatre etc.) and external contractors to ensure all operational requirements are delivered and high-quality service levels met.
- Ensure Community Relations projects and programme administration is effectively maintained.
- Lead all project administration and maintain all project records.
- Contribute to and regularly update the global Engagement schedule and maintain a detailed calendar of events, liaising with the wider Playhouse team as required.
- Work with colleagues in Engagement and Marketing to maximise opportunities to market and extend the programme.
- Set up and record meetings as required.

ARTIST AND PROJECT TEAM LIAISON AND MANAGING RELATIONSHIPS

- Support artists, freelancers etc. and The Playhouse team by administrating, issuing and collecting and securely filing contracts.
- Collect required additional documentation for contracted artists as per The Playhouse standard procedures for e.g. Access NI checks etc.;
- Prepare briefings for all project stakeholders including creative teams, staff, chaperones and/ or volunteers.
- Organise travel and accommodation requirements for practitioners and colleagues as needed.
- Manage ticketing set up with box office and front of house.
- Liaise with artists/creative teams to gather all technical and production requirements and collate relevant information.
- Events manage on the day, including supporting rooms/venues set up, sourcing materials, equipment, managing catering needs, securing chaperones, and preparing signage.
- Undertake get out and storage of content post-events.
- Act as a positive ambassador for the Community Relations Portfolio and The Playhouse.
- Act as a main point of contact and lynchpin for partner schools, community groups, practitioners, stakeholders and Playhouse teams involved in Community Relations
- Proactively maintain engagement with participating schools, community organisations and peacebuilding networks to support and retain their involvement
- Scrutinise evaluation and anecdotal feedback with the Head of Engagement and other Playhouse colleagues to ensure that the project is having maximum impact
- Support and provide training for Theatre of Witness, Leaders for Peace, That's Powerful, Leaders for Peace Network or other Community relations related practitioners
- Represent The Playhouse as required at relevant arts, peacebuilding, community relations and/ or education industry conferences and network groups.

EVENT MANAGEMENT

- Manage groups/ visitors' attendance where appropriate at The Playhouse, and at off site venues.
- Support the delivery of virtual training events and workshops.
- Liaise with colleagues and partners on the effective management of large-scale Community Relations productions, performances and/ or events.
- Liaise with internal and external partners where The Playhouses Community Relations activity is profiled
- Liaise with the Head of Engagement to identify, brief and secure practitioners, speakers and/or representatives engaging with any large scale Community Relations events.

FINANCIAL MANAGEMENT

- Working within The Playhouse Financial Procedures, undertake financial management of community relations programmes and projects, managing budgets, monitoring costs, producing accurate forecasting, maintaining accurate records, raising purchase orders and processing transactions and administrating weekly instructions to payroll.

COMPLIANCE

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Equality and Diversity; management of data in line with GDPR; UK Border Agency checks etc.
- Ensure all copyright and licenses are secured, working with the CEO and Head of Engagement as necessary
- Ensure all media and image permissions are secured and all records of photography and recordings are recorded and stored securely.
- Undertake any other duties and work on cross arts projects as required of the role to support the work of the Engagement.

DATA MANAGEMENT AND EVALUATION

- Undertake evaluation and data capture to ensure Community Relations projects and programme meets the Engagement strategy targets and The Playhouse Strategic framework, collecting evidence through case studies, feedback and films and ensuring that key findings are analysed so that programmes/ the area of community relations continues to progress year on year
- Prepare funding reports
- Document projects with photos and films, booking photographers / film makers and ensuring protocols are followed
- Ensure that all attendance data is collected and recorded in line with The Playhouse systems.
- Collect and update required data on participants and store appropriately in accordance with The Playhouse Data Management and GPDR policies;
- Support the Engagement Team in the design and administration of evaluations, collecting and analysing feedback and assisting in the preparation of reports for funders and management;
- Work with the Marketing Team to collate data and monitoring of digital aspects of the Community Relations portfolio;
- Produce visual materials including maps of national engagement;
- Maintain accurate records of participation across the programmes and present in written and graphic form for reports;
- Work with external evaluators to gather data and provide access to records as needed.

CONTRIBUTE TO WIDER ENGAGEMENT AND THE PLAYHOUSE TEAM EFFORTS

- Play an active role across the Engagement team to ensure an integrated approach to is achieved.

This role forms part of a wider team and you will be expected to support other projects and programmes as required.



PERSON SPECIFICATION

Minimum Skills, Knowledge and Experience

- Demonstrable knowledge and experience in peacebuilding, community relations and theatre in educational context;
- Evidence of strong administration, organisational and IT skills with the ability to prioritise and identify future workload;
- Experience of event management, able to demonstrate the ability to plan and run events from concept to delivery;
- Good interpersonal skills with the ability to work with a range of people across the organization and externally, including community organisations, practitioners, teachers, artists, technicians, box office, administrative staff and members of the public;
- Excellent communication and writing skills with high standard of English;
- Ability to undertake a varied workload in a fast-paced environment, working on several projects simultaneously
- Significant experience of managing productions, programmes and projects with a range of diverse stakeholders.
- Demonstrable knowledge of the National Curriculum in the UK and Ireland.
- Understanding and appreciation of theatre/ the performing arts and its potential in education.
- Excellent project management skills with strong organisational, administrative and time management skills and proven ability to work on several projects simultaneously to meet deadlines.
- Excellent written and verbal communication skills with fluent English and adept at nurturing successful relationships with internal and external stakeholders.
- Financial acumen with experience of effectively managing budgets.



Other Essential Skills, Knowledge and Experience

Ability to work in close collaboration as part of a team and independently under direction.

Attention to detail, particularly in written documentation, event planning and record keeping;

Experience of financial administration and budgeting;

An effective team worker with proactive approach to work;

A common sense approach to problem solving;

Awareness of customer care, health and safety, and diversity and inclusion activities;

The flexibility to work regular evenings and some weekends at events as required, for which time off in lieu will be given;

- Commitment to widening diversity and promoting social mobility.
- Good leadership skills with proven ability to influence, act decisively and problem solve.
- Ability to represent The Playhouse and its projects in internal and external environments.
- Ability to give presentations in public forums and pitch to different stakeholders.
- Some experience of working with digital media.
- Self-starter and ability to work autonomously.
- Ability to maintain discretion and confidentiality at all times.
- Commitment to delivering a high standard of work at all times.
- Awareness and understanding of Safeguarding and Equal Opportunities.
- Understanding of schools and the needs of teachers;



ANNE AND JAMES | THEATRE OF WITNESS



WORKSHOPS | THEATRE OF WITNESS



COMMUNITY RELATIONS OFFICER (THAT'S POWERFUL)

THE PLAYHOUSE

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