

This role - Head of Creative Engagement - has been created to drive forward to drive forward ELSF's 2023 Community Engagement Programme at this pivotal moment, with specific emphasis on the exciting launch of the pilot for our new ELSF Young Company, as well as ongoing schools programme & Community Cast (alongside the professional outdoor summer tour).

We are looking for a creative and highly personable individual, confident in working collaboratively with participants, communities, partner organisations and schools.

The role is vital in terms of longer term strategy building as well as current project delivery. You will have a strong understanding of the needs and interests of young people, local communities and best practice in arts engagement. You will share our commitment to excellence, diversity and inclusion in the arts.

**ELSF is passionate about equal opportunities and diversity. We warmly welcome applications from all sectors of the community.** If you wish to discuss alternative methods of submitting the information on our application form, or for an informal discussion about the role, please contact [info@elsf.uk](mailto:info@elsf.uk)

#### **PURPOSE OF POSITION:**

Head of Creative Engagement is responsible for developing, growing, managing & delivering ELSF's Creative Engagement programme with specific focus the exciting launch of the pilot for our new ELSF Young Company, as well as ongoing schools programme & Community Cast (alongside the professional outdoor summer tour).

#### **CHILDREN AND YOUNG PEOPLE**

- Oversee successful development delivery & launch of the pilot for ELSF's Young Company (for 14 – 25 year olds) including weekly sessions, a summer showing & a full winter production
- Work with Artistic Directors to Recruit: Community Director & Producing/marketing apprentice
- to ensure we offer opportunities for young people to see productions, to develop skills, to achieve qualifications and take part in high quality performances.
- • Work with the Marketing and Comms department to seek outreach and promotional activity to engage young people, and ensure engagement and income
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#### **Community:**

- Manage/co-ordinate/recruit the community cast for ELSF's
- Working with Artistic Directors & partner organisations, develop new initiatives

- Work with Community Director ensure high quality delivery of activities ensuring opportunities for participants to see, participate in, and perform high quality theatre.

## **EDUCATION**

- Develop and oversee the successful delivery of projects and events that form part of a high-quality Education offer (school matinees & workshops)
- Work with local schools/teachers/education settings to develop ELSF's schools programme including new projects which may include: on-site workshops, performances, more in-depth text based projects etc
- Maintain and develop strong relationships with schools and colleges, looking for and implementing successful partnerships and new projects.

## **STRATEGY, PLANNING AND MANAGEMENT**

- Line manage the Participation Practitioner/s and freelance facilitators and artists.
- Ensure projects are adequately budgeted, planned with appropriate safeguarding and risk management in place.
- Complete a extensive & ongoing evaluation, feedback & monitoring of engagement activities to shape future & ongoing plans & strategies
- Work with the Artistic directors to identify and build partnerships with community organisations.
- Manage budgets and resources / contribute to achieving income targets.
- Fundraise e/ write fundraising bids from future activities
- Contribute to achieving the aims in ELSF's Equality and Diversity policies ensuring creative engagement work reaches participants from a wide range of diverse backgrounds.
- Work with Artistic Directors to develop inclusivity
- Take responsibility for safeguarding procedures and practice
- Safeguarding Officer, and promote good practice in safeguarding across the organisation.

## **GENERAL**

- Work closely with/communicate effectively with other team members to ensure that projects are adequately communicated, managed and resourced
- Maintain a working knowledge of regional and national practice in arts engagement, with a particular focus on community and collaborative practice.
- Work in the best interests of the ELSF and in accordance with company policies including health and safety, safeguarding, and ensure all creative engagement activities are planned in line with company policy too.

*The main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised in consultation with the post holder.*

## **PERSON SPECIFICATION**

- Experience working in arts participation, including experience of planning and managing creative arts projects
- Experience of developing & managing creative practitioners such as artists and facilitators
- Experience of developing & delivering high quality workshops/participatory activities for young people and adults.
- Experience of preparing evaluation reports for funded arts projects
- Experience of line managing employee/freelancers

Good knowledge of Waltham Forest & East London and the surrounding communities

### **ESSENTIAL:**

- Experience of managing complex budgets
- Experience of working in a producing theatre &/or cultural engagement projects
- Experienced at writing funding proposals and bids, and of securing grants
- Ability to work collaboratively with young people and communities, demonstrating excellent communication skills.
- Self-reliant with the ability to work on own initiative, prioritise and organise workload, and meet deadlines.
- Passionate about opportunities for people to take part in the arts
- A demonstrable commitment to inclusion and diversity & experience developing inclusion policies
- Able to demonstrate excellent standards of practice when working in participatory settings.
- Strong computer literacy and confidence in using Microsoft Office.
- Creative judgement with an ability to support practitioners, give feedback and identify
- Current knowledge of formal education sector, and of creative and cultural learning
- Knowledge of current practice in arts engagement
- Safeguarding practice and procedures

Terms:

£31,000 pro-rata

Fixed Term (until Jan 2023)

80 days (over the period of 1 year), 8 hrs p/d – the working structure is flexible & may occasionally require later starts/late finishes &/or flexible remote working. No overtime is payable, but time off in lieu for excess working hours may be agreed with the Artsitic Directors. There will be evening or weekend hours.

Place of work: Remote working, CentrE17 (1 Church Hill E17, Walthamstow) & on-site during , but this post will require some regional and national travel.

ELSF has a commitment to flexible working where possible.

There will be a 3-month probationary period. Any offer of employment will be subject to the receipt of:

- References that are satisfactory
- Evidence of the right to work in the UK as defined by the Home Office
- A valid Enhanced DBS check when working with young people