

THE COURTYARD TRUST

JOB DESCRIPTION

Post Title:	Education Officer & Youth Theatre Leader	Department:	Education & Participation
Post Reference:	CY11/009	Grade/Salary:	£10,500 per annum (based on 52 weeks per year)
Hours per Week:	20 (part time)	Based at:	The Courtyard, Edgar Street, Hereford, HR4 9JR (but the post holder may be relocated in the interests of the efficiency and effectiveness of the organisation)
Responsible to:	Youth & Communities Participation Manager	Responsible for:	Youth Theatre Assistants Volunteers Staff allocated on a project basis

Purpose of the Post

The Courtyard is Herefordshire's primary arts organisation, producing, hosting and supporting a wide range of participatory and non-participatory events both in the main venue in Hereford and at others throughout the county. It is proud of its status as a National Portfolio Organisation of Arts Council England.

The Education & Participation department is responsible for a huge programme of activities including a large and thriving youth theatre, arts-based courses and classes for all age groups, holiday workshops and work in schools throughout Herefordshire and beyond,

The purpose of the post is to support the ever-growing education and youth participation programme at The Courtyard and within the county. This will consist of delivering workshops in schools, youth theatre sessions both at The Courtyard and out at our satellite groups, as well as our holiday workshops and pop-up projects, as and when required.

1. Duties & Responsibilities

- 1.1 To assist with the development, management and advocacy work of the department and its core programme of activity.
- 1.2 To liaise with the Youth & Communities Participation Manager to plan and deliver practical workshop sessions for curriculum and non-curriculum related projects both on-site and in schools, working with Key Stages 1, 2 and 3 but with a specific emphasis on early years.
- 1.3 To plan and deliver workshops during school holidays as required
- 1.4 To co-ordinate, plan and deliver weekly Youth Theatre classes (for members aged 4 -18) at The Courtyard and at satellite venues, if necessary.
- 1.5 To forward plan and implement all department projects as required.
- 1.6 To direct Youth Theatre productions on an annual basis.
- 1.7 To liaise with the YCPM to ensure a co-ordinated and consistent approach to the delivery, day-to-day administration and record-keeping of Youth Theatre activities.

- 1.8 To assist the YCPM in the development and, where appropriate, the delivery of INSET training for teachers at Key Stages 1, 2 and 3 and in the co-ordination and delivery of Teacher Advisory Groups (TAGs) for primary schools.
- 1.9 To assist in creating and setting up lasting projects with primary schools and the community, as and when required.
- 1.10 To liaise with all members of the team on a project-specific basis.
- 1.11 To work with the venue's marketing and sales team to ensure that all education activities are well publicised, including the administration and promotion of all education and participation sessions.
- 1.12 To undertake any other relevant duties as may from time to time be required by the YCPM.

2. Budgetary Management

- 2.1 To liaise with the YCPM on the preparation and agreement of project budgets.
- 2.2 To maintain up-to-date and accurate budgetary records.
- 2.3 To ensure that The Courtyard's financial procedures, policies and guidelines are complied with at all times.

3. Monitoring

- 3.1 To set up and oversee a clear evaluation and monitoring framework for all projects and activities within the programme.
- 3.2 To assist the YCPM in providing information for The Courtyard's annual return to the Arts Council.

4. Miscellaneous

- 4.1 To be familiar with and comply with all policies contained within the Staff Handbook, and all other relevant health & safety, operational, personnel, environmental, data protection and financial regulations, policies and procedures.
- 4.2 To be flexible and adaptable, and to perform any other duties within the organisation that from time to time may be required.
- 4.3 The post holder's duties must at all times be carried out in compliance with The Courtyard's Equal Opportunities Policy ensuring equality of opportunity is afforded to all persons both internal and external to The Courtyard, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

5. Special Conditions

- 5.1 *Working Hours:* this post is full time (20 working hours per week – meal & other breaks must be taken in addition). The post holder may be required to work unsociable hours, including evenings, weekends and bank holidays, as part of their normal working week.
- 5.2 *Holiday Entitlement:* The Courtyard offers 28 days' annual leave, including bank holidays, for full-time staff, pro rata'd for part time. Annual leave must be taken during school holidays (excluding half-terms), and subject to the prior agreement of the YCPM.
- 5.3 The post holder does not qualify for overtime payments, but time off in lieu will be given for any hours worked in excess.

- 5.4 *DBS Checking*: an enhanced DBS check is a requirement of this position.
 - 5.5 Car user or access to a car/being driven.
 - 5.6 The post holder will be expected to actively seek training to stay up to date with best practice in delivering arts-based drama workshops.
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