



# APPLICATION PACK

Programme Coordinator



## **About us**

Collective Encounters' mission is to use creativity and knowledge for social justice and positive social change. Operating since 2004 and based in Liverpool, Collective Encounters delivers a broad range of participatory theatre projects, events, and research initiatives, creating new work that builds power. We are committed to the development of the applied and participatory sector, and we provide a monthly programme of online training and discussion events through the Centre for Excellence in Participatory Theatre.

## **About the role**

Collective Encounters is seeking a Programme Coordinator. This is an important role responsible for working with the Executive Director and Artistic Steering Group to coordinate the logistical requirements of Collective Encounters' programmes and events. This role will be mostly remote working, with attending workshops, performances, and training when required across the Liverpool City Region.

## **About you**

You will have an understanding of and a passion for using the arts and culture to improve the lives of people from diverse and underrepresented backgrounds. You will have an open, friendly, and empathetic approach to communicating with participants, and the ability to form meaningful partnerships with voluntary sector organisations, partners, and external organisations within the arts and culture sector. You will be highly organised and an excellent communicator with the ability to coordinate and manage a range of programmes available with Collective Encounters.

## **Programme Coordinator: Key Information**

**This is an important role responsible for working with the Executive Director and Artistic Steering Group to Coordinate the logistical requirements of Collective Encounters' programmes and Events.**

Responsible to: Executive Director, Co-Artistic Directors

Responsible for: Trainees, workshop assistants, admin assistant and volunteers.

Hours: 16 hours (0.4 FTE)

Location: Home working; attendance at meetings/ workshops in Liverpool City Region

Contract: Part Time

Salary range: £29,000 - £31,000 pro-rata (dependent on experience)

Holiday: 25 days pro-rata plus bank holidays

Probation period: 6 months

Notice period: 1 week during the first 6 months and 1 month after successful completion of the probation period.

## Collective Encounters: Projects

**Women in Action:** established in 2020 as a regular group for women volunteering on an arts and heritage project, gathering stories of women's community organising in Merseyside and producing an audio play inspired by their testimonies. Following this project, group members asked for it to continue as a weekly creative group for women to explore issues of social justice and build their artistic and research skills.

**Adult Theatre for Social Change:** this company was established in 2020 as part of 'Above & Beyond', building creative engagement in grassroots communities in Bootle, Birkenhead and Knowsley. Group sessions build skills in acting, improvisation, creative writing & devising, with a particular focus on interactive performance, cabaret & the development of spoken word pieces that can be shared at events, conferences & festivals.

**Participatory Research for Social Change:** since 2019 we have been using creative methodologies to gain insights and knowledge, often using a Grounded Theory framework, about the experiences of marginalised communities in the Liverpool City Region. These insights, often commissioned by local authority departments, are used to inform public policy and public service infrastructure and improvement.

**Centre for Excellence in Participatory Theatre:** this programme of events, research and resources supports the practice of applied, community and participatory artists and advocates on behalf of the sector in other spaces and fields.

**Shared Voices:** outreach work across organisations in the three geographic communities we have been working in over the past four years; Bootle, Birkenhead and Knowsley.

**Youth Programme:** a participatory arts programme for care-experienced children and young people in the Liverpool City Region, in partnership with Children in Care councils in Liverpool, Knowsley, Sefton and Wirral.

**Where You're At:** this programme engages young people with experience of migration in the Liverpool City Region. Our ambition is to establish a regular youth provision for young migrants, particularly unaccompanied young people aged under 18 in the asylum and refugee system.

**Youth Outreach:** short-term creative projects responding to gaps in provision, community needs and interests. In the past we have worked in hospital schools, virtual schools, with young carers, and with disabled young people.

## **Programme Coordinator: Duties**

### **Logistics:**

- a. Book accessible workshop, rehearsal and performance spaces as directed by Collective Encounters' artistic leads.
- b. Undertake venue risk assessments, reviewing these regularly and ensuring accidents are appropriately recorded.
- c. Oversee an accurate inventory of technical equipment, enabling access to the store when required and organising PAT testing on a regular cycle.
- d. Ensure lead artists have the equipment and materials needed for workshops and events, purchasing items as and when needed.
- e. Provide support for artistic leads and participants and Collective Encounters' events when required.

### **Personnel:**

- a. Act as a point of liaison between the artistic leads and the Executive Director to ensure programme support staff (freelance artists, workshop assistants, volunteers) are contracted, administering contracts and DBS checks as and when required.

### **Evaluation & Reporting:**

- a. Lead on liaising with workshop assistants and lead artists to ensure attendance at sessions is recorded on registers, membership and consent is gained from participants.

- b. Maintain systems for recording evaluation data such as workshop report forms, recordings of sessions in line with the evaluation plan for each aspect of the programme.

Programme development, governance, and strategic development:

- a. Represent Collective Encounters at networks and events relevant to this role.
- b. When necessary, take an active role in training and CPD activities.

Other:

- a. Work within a team to manage incoming communications to the organisation.
- b. Liaise with the marketing coordinator, promoting programmes and events where appropriate.
- c. Support the completion of 'Inclusion Documents' and membership forms for participants.
- d. Undertake any other administration tasks as required by Collective Encounters' programme.
- e. Maintain a good working knowledge of Collective Encounters' policies.
- f. Maintain a commitment to equality, diversity and inclusion in all aspects of the role.
- g. Maintain a commitment to training and professional development.
- h. Be administratively self-servicing.

## Person Specification: Programme Coordinator

Experience	
1. At least one years' experience of administration and project coordination	Essential
2. At least one years' experience of administration within a subsidised theatre environment	Desirable
3. Experience of preparing and maintaining accurate numerical information	Desirable
4. Experience of working across digital platforms Zoom, Dropbox, G-Suite	Essential
5. Experience of managing project resources	Desirable
6. Experience of working on public events	Desirable
Knowledge	
7. An understanding of the arts sector	Essential
8. An understanding of theatre for social change	Desirable
Skills	
9. Excellent excel skills	Desirable
10. Excellent written and verbal communication skills	Essential
11. Excellent proof-reading skill and attention to detail	Desirable
12. Ability to communicate with a wide range of people within a wide range of contexts	Essential
13. Excellent organisational skills	Essential
14. Skills in word and/or desktop publishing packages	Desirable
15. Full UK driving licence and access to a car	Desirable

## How to apply

Applications can either be in the form of a written statement (less than 2 pages) or a video/audio recording (no more than 4 minutes).

Applications should:

- Outline what attracts you to the role
- Specify how you meet the requirements on the previous page

In addition, please also attach:

- a CV
- an [EDI monitoring form](#)
- the name and contact details of two work referees
- details of any adjustments required to enable you to attend an interview

Applications should be sent to [wendy@collective-encounters.org.uk](mailto:wendy@collective-encounters.org.uk).

If you wish to have an informal chat about the role before applying, please call Wendy on 07519 958433 or send an email to arrange a convenient time.

We welcome applicants from all backgrounds and strongly encourage applications from people who are currently underrepresented within the arts and culture sector.

Collective Encounters is a disability confident committed employer. We aim to carry out best practice in recruitment, in line with our Equality, Diversity and Inclusion Policy and our Anti-Racism Pledge (available on [www.collective-encounters.org.uk](http://www.collective-encounters.org.uk))

The last date and time applications can be received is 5:00pm 11th December 2023

Interviews will be held 18th and 19th December 2023