COMMUNITY ENGAGEMENT MANAGER

JOB DESCRIPTION

Camden People’s Theatre is recruiting for an outstanding Community Engagement Manager to join the team.

The Community Engagement Manager is a new role for the organisation and will play a pivotal role in defining our community offer in Camden. The principle purpose of the post is to lead on building and enhancing CPT’s relationships with organisations and individuals living and working in Camden and to further cement CPT as a People’s Theatre.

CPT seeks actively to encourage applications from those with less visibility in the arts. We specifically welcome applications from those identifying as female, those from LGTBQI+ communities, people with disabilities and those from Black, Asian and Minority Ethnic backgrounds.

Camden People’s Theatre can cover costs of travel to interview where necessary.

How to Apply

This document contains the job description and person specification for the role of Community Engagement Manager at Camden People’s Theatre. Please review these carefully and send your CV along with a cover letter (no more than 2 sides of A4) to james@cptheatre.co.uk by **12pm on Thursday 20th September**. Please send your application form as a PDF or word document. We are unable to accept late applications or CVs.

First round interviews are due to take place on w/c 24th September.

Mission

Camden People’s Theatre’s mission is to support young and emerging artists making inventive new theatre – particularly about issues that matter to people right now. By doing so, we will champion different ways of thinking about and living in the world. Our work is rooted in the communities of Camden and London more widely, and through it, we celebrate the bold, the spirited and the unconventional. By presenting a diverse range of voices and perspectives on our stage, our work speaks to an audience reflective of the makeup of the UK.

Background

CPT has been making theatre in Camden for 24 years, working with countless extraordinary progressive artists contributing significantly to UK theatre. We have an excellent reputation for our work supporting emerging artists in the field of unconventional performance [“Such a crucial part of the theatre ecology. Developing audiences & artists, both important” – Lyn Gardner, *The Guardian*], and for attracting a consistently young audience (70% aged 35 or under in 15/16). Since 1997, CPT has programmed the annual Sprint festival, London’s best established season of new and unusual theatre, and since 2013 Calm Down Dear, the UK’s first and only festival of innovative feminist theatre.
In 2018, CPT successfully secured Arts Council NPO funding for the 2018-22 period. (In 2015, we became a National Portfolio Organisation for the first time, the only London theatre to do so in the 2015-18 funding round.) In 2016 CPT we were nominated as The Stage’s Fringe Theatre of the Year, and in Best Artistic Director category at the Off West End Awards.

Community outreach has made up an essential part of our activity since we first opened and we have a rich history of delivering innovative and impactful projects for people in Camden. In 2016 we partnered with New Diorama to create Camden Youth Theatre, which continues to grow and provide local young people with invaluable arts engagement. The Community Engagement Manager role has been made possible with funding provided by the HS2 Camden Fund to support community projects that aim to alleviate the disruption HS2 is causing and will continue to cause. It means that, for the first time ever, CPT can build long term outreach plans to sit alongside all of our festivals as well as additional activity.

The Community Engagement Manager is a new role for CPT and as such provides a step-change in our ability to engage our local community with high quality arts. The principle purpose of this post is to build and grow our offer to our community, delivering high quality wrap-around activities alongside our festival programme and establishing lasting connections with individuals and organisations. This is an active, outward facing position; the post holder will be passionate about community outreach and engagement projects and determined to build a strong programme of work.

**Responsible to:** Executive Director

**Responsible for line management of:** Freelance project staff

**Main duties and responsibilities**

- To devise, implement and monitor CPT’s community engagement strategy, contributing to discussions around programming and integrating community engagement where possible
- To foster and maintain existing relationships with key stakeholders, including local organisations and the Drummond Street Residents Association.
- To devise and project manage community projects throughout the year, including securing facilitators, planning logistics and engaging participants
- To deliver wrap-around packages inspired by our themed festival programme
- To actively devise and engage outreach and marketing plans to reach participants for all engagement activity
- To lead on the delivery of Camden Youth Theatre in partnership with New Diorama, including administration, fundraising for and evaluating the project
- To lead on the delivery of CPT’s role in the annual Drummond Street Festival
- To identify via a variety of methods (conversations, interactive data capture, surveys and focus groups etc) the barriers to the local community in engaging with CPT; and to instigate learnings from this research to affect change within the organisation and remove barriers
- To cultivate new relationships with local organisations and businesses to enhance our community engagement offer – including attending events
- To manage the outreach project budget and financial reporting
- To work with the Executive Director to secure funds for individual projects and ongoing funding of the community outreach strategy – including researching potential funders, drafting funding applications and attending meetings with relevant funders
- To produce timely and detailed evaluations of the community project impact for reporting and securing additional funding
- To connect the Camden community to CPT and ensuring we are well placed to engage with activity / serve the community

Skills and Experience

Essential

- Proven experience of working in community engagement / outreach projects
- Familiarity of and a passion for CPT and the work that we do
- Proven experience of project management
- Energy, enthusiasm and ability to generate ideas
- Experience of fundraising
- Excellent communication skills, both oral and written
- An ability to work independently as well as part of a team
- A flexible and proactive approach
- Organisational skills and an ability to juggle multiple tasks
- Good level of computer literacy

Desirable

- Familiarity with the contemporary theatre sector in which CPT operates
- A successful track record of managing budgets
- Experience of working with hard to reach groups
- Familiarity with Camden and the community CPT operates within
- Knowledge of safeguarding issues

Hours
This is a part time role based on 20 hours per week. Standard working hours are between 10am – 6pm Monday to Friday but evening and weekend work may be required. Camden People’s Theatre operates a Time Off In Lieu system.

Base
Camden People’s Theatre, 58-60 Hampstead Road, London, NW1 2PY.

Salary
£23,000 pro rata (20 hours per week). CPT operates a childcare voucher scheme.

Contract
Fixed term – 12 months (with a view to extend)

Holiday
25 days per year (pro rata) plus bank holidays