Community Engagement manager (p/t)

Job Description

Camden People’s Theatre is recruiting for an outstanding Community Engagement Manager to join the team at a pivotal and exciting moment in the organisation. The principal purpose of the post to lead on continuing and growing CPT’s relationships with local organisations and individuals living in Camden through an exciting and diverse range of creative activities and projects – to further cement CPT as a People’s Theatre.

We welcome and encourage applications from individuals without formal education and/or who identify as:

-       D/deaf and/or disabled

-       Neurodiverse

-       Working-class, benefit class, criminal class and/or underclass

-       Global majority\* and/or migrant

-       LGBTQ+

\*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage

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

**How to Apply**

Please send your CV and a supporting cover letter (no more than 500 words), along with your Equal Opportunities monitoring form to emma@cptheatre.co.uk by **6pm Tuesday 18th May**.

**We can also accept video applications, please send your video via** **WeTransfer** **or a Dropbox link to** **emma@cptheatre.co.uk**

The **Community Engagement Manager** role will be coming into CPT at an exciting time for our organisation, as major capital works provide the opportunity to open our building in new ways for the community. The principle purpose of this post is to build on our existing offers to the community and the chance to develop new ways of engaging with our community, including community led initiatives. This is an active, outward facing position and the post holder will be passionate about community outreach and engagement projects and determined to build strong programmes of work.

*Please note the job description is a guide, it is not exhaustive nor restrictive to the nature of the role.*

**Main duties and responsibilities**

* To develop CPT’s existing engagement strategy, including action plan for 2021 that integrates the setting up of a community-led steering group and helping develop a new artist-in-the community role.
* Contributing to discussions with Artistic Director around programming and integrating community engagement where possible.
* To develop and build on existing relationships with key stakeholders, including tenants’ and residents’ associations, the events team at Camden Council, schools and voluntary organisations.
* To recruit, support and guide a range of creative practitioners, freelance facilitators and project assistants.
* To plan with general manager how to bring participants back to the building, including writing risk assessments.
* To design, organise and help deliver a diverse range of projects for residents, including outdoor arts, digital and in-person workshops.
* Planning and overseeing the engagement offer for in-house participatory theatre projects.
* To build relationships across Camden; attend meetings to understand concerns and issues faced by our communities.
* To actively engage and devise outreach and marketing plans to reach and recruit participants for all engagement activity, including people currently underserved and underrepresented in artistic participation.
* To help lead on the delivery of Camden Youth Theatre in partnership with New Diorama.
* To lead on the delivery of CPT’s Tolmers Square Cabaret Spectacular, an outdoor mixed cabaret event.
* To continually identify barriers to local communities engaging with CPT via a variety of methods, including conversations, surveys and focus groups
* To instigate learnings from this research and affect change within the organisation as well as developing projects in such a way that those barriers are dismantled.
* To cultivate relationships with local organisations and businesses that continue to enhance our community engagement offer – including attending events.
* Advocate our success stories and impact to local community organisations.
* 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.
* Producing timely and detailed evaluations of the community project impact for reporting and securing additional funding.
* Connecting the Camden community to CPT and ensuring we are well placed to engage with activity / serve the community.
* Undertake other duties as may be reasonably required.

## Skills and Experience

**Essential**

* Excellent interpersonal skills, both verbal and written, with the ability to communicate to a wide range of people
* Proven experience of planning and delivering community engagement / outreach projects in an arts or cultural setting
* Proven experience of community arts project management
* Energy, enthusiasm and ability to generate ideas, seeing ideas through from start to finish
* Experience of monitoring and evaluating impact
* An ability to work independently as well as part of a team
* A flexible, positive and proactive approach
* Excellent organisational skills and an ability to juggle multiple tasks
* Good level of computer literacy
* A successful track record of managing budgets
* Experience of working with people currently underserved or less likely to engage
* Experience of safeguarding

## Desirable

* Experience of working on community-led projects
* Experience of working with young people
* Familiarity with Camden and the community CPT operates within
* Passion and knowledge of the work CPT creates
* Experience of fundraising

**Hours**3 days per week – working days to be decided in conversation with the successful candidate.
The CPT team typically work 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. We are operating a flexible work from home model, but staff will be expected to work regularly from the theatre when the building reopens.

**Contract**12 months fixed term, with a view to extending as a permanent contract

**Salary**£26,000 pro rata per annum. CPT operates a childcare voucher scheme.

**Holiday**33 days pro rata per annum including bank holidays

This equates to 16.8 days per annum