

COMMUNITY ENGAGEMENT OFFICER

We're looking for someone who wants to make connections in a fearless way, to work with communities, young people and national networks to support creativity as we work towards opening our second venue in Waltham Forest. An interest in theatre, performance and / or comedy is essential – we are looking for someone who is passionate about live work and would like to be part of creating a local hub with big ideas, a local theatre with a national profile. You do not need to have worked in this role, or one like it, before.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of **FLEABAG** and recently released **TYPICAL** and **SUNRISE**. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress, collaborating with Waltham Forest Council on a visionary regeneration project transforming the former Granada/EMD into 'a local theatre with a national profile'.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

JOB SUMMARY

Closing date:	Monday 9 August, 9am
Interviews:	w/c 16 August
Start Date:	Monday 6 September (flexible)
Job Title:	Community Engagement Officer
Responsible to:	Head of Creative Engagement
Working with:	Creative Engagement Team
Location:	London, W1D 3NE
Salary:	£25k per annum, pro rata

How to apply:

To apply, please fill in an application form and complete an online equal opportunities monitoring form - [click here](#)). When completing your application form, please read the person specification in the job description carefully.

We will shortlist for the position based on how you respond to the job description and the person specification.

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **CE2021** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 9am, Monday 9 August 2021.

Interviews will be held week commencing 16 August 2021. We will contact every candidate, whether they have been shortlisted for interview or not.

JOB DESCRIPTION

Purpose of job: In consultation with the Head of Creative Engagement, to seek out opportunities to engage communities across the borough of Waltham Forest and beyond

To take an active role in establishing the former Granada/EMD (opening in 2022) as a 'local theatre with a national profile'

Developing positive partnerships with local communities and partners to support long-term engagement

DUTIES & RESPONSIBILITIES

Planning and Projects

- Building strong stakeholder relationships in our local borough of Waltham Forest, ensuring that a significant amount of time is allocated to engaging actively on outreach in the local community, acting as point of contact for community organisers, artists and venues
- Capturing input and ideas from local communities and considering how to put them at the heart of our programming
- Work with community partners to identify the most effective and manageable ways for partners to get involved and have sustained connections
- Conceive, plan and deliver dynamic events and projects connected to community engagement, that is responsive to the needs of local people and delivers high quality experiences and outcomes
- Support the recruitment of a cohort of community partners into an advisory group who will support the development and activation of the creative engagement strategy
- Some day-to-day management of projects in conjunction with community partners, creatives, venues, partners and participants
- Track and record all data relating to partner and participant activity. Use this data to support evaluation and feedback to ensure best practice and create detailed reports for internal and external use

Local Advocacy

- Seek out opportunities to engage communities across the borough of Waltham Forest and beyond
- Develop a profile for Soho Theatre's Creative Engagement work within the borough, a good working knowledge of other activity and dialogue with communities and key players.
- Build strong and strategic relationships with local leaders and policymakers
- Become a part of local culture and community networks, identifying or devising opportunities for Soho Theatre to lead on or support local cultural and community activity.
- Create opportunities to promote the Soho Theatre within Waltham Forest

- Act as an advocate for the role of art in catalyzing positive social change
- Where possible respond to local community initiatives, projects, tours and talks in Waltham Forest

Financial Management and Administration

- To effectively manage and update budgets relating to Community Engagement
- To carry out risk assessments and ensuring COVID guidelines are adhered to

General

- Support the aims and objectives of Soho Theatre both internally and externally
- Be fully aware of Soho Theatre's programme/events (across both venues) at all times
- Attend and contributing to meetings as required
- Work with the Executive Team and Head of Finance & Administration to champion Equality, Diversity & Inclusion (EDI) across Soho Theatre's programmes and activity
- Adhere to Soho's Health & Safety policies at all times

This is a guide to the nature of the work required of the Community Engagement Officer. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

PERSON SPECIFICATION

- You're a natural at creating dialogue, a safe space and making people feel comfortable
- You are a collaborator and a space-maker working to empower others
- You have an interest in theatre and / or comedy
- You have some experience in helping to make events happen
- Solid administrative experience including good ICT skills, including working knowledge of Microsoft Office's Word, Excel, Outlook.
- Ability to use own initiative, showing a proactive approach to work
- Ability to deal confidently and positively with a wide range of people of all ages and backgrounds in writing, face-to-face and over the phone
- A strong and demonstrable connection to the borough of Waltham Forest and / or the surrounding boroughs

NB. You do not need to have worked in this role, or one like it, before.

TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

Terms of Employment

This is a permanent, part time contract working four days per week, with the possibility of an increase to full time hours after six months. Hours will be a mix of onsite delivery from our Walthamstow office/venue and working remotely.

Salary

£25k per annum, pro rata as above.

Holiday entitlement

The full time paid entitlement is 20 days plus eight Public and Bank holidays and any other public holidays as declared from time to time. This entitlement increases to 25 days after one full year of continuous employment. Your holiday entitlement will also be pro rated according to your contract.

Hours

Normal working week is 40 hours over a 5-day period, Monday to Friday, including a one-hour unpaid lunch break, however flexible working is part of our culture.

This is envisaged as one full-time role however we are open to discussing alternative working patterns such as a job share.

The programme of projects and events will require occasional evening and weekend work; there are no overtime payments but TOIL is negotiable with your line manager.

Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Staff Benefits

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses
- Annual staff party