



The Kings Theatre Trust Ltd

Job Description

Job Title: Participation Co-ordinator	Reporting to: KONNECT Manager
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose

The Participation Co-ordinator will work alongside the Programme Leader within KONNECT to combine and enhance The Kings Theatre's offerings to the community and help enrich the lives of the children and young people of Portsmouth.

The role is integral to the administration, planning & organising of the Children & Young People's programme that fosters creativity, self-expression and enthusiasm for the performing arts, enabling all participants to achieve their potential regardless of ability, social-economic background or experience.

Main responsibilities;

- To take responsibility for all internal & external co-ordination of bookings, payments, contracts and records relating to Children & Young People's Programme.
- Undergo training and take responsibility as a Designated Deputy Safeguarding Officer for The Kings Theatre.
- Book venues and ensure appropriate risk assessments are in place and equipment is available, as well as booking and briefing session leaders as necessary in collaboration with the Programme Leader.
- To be trained as a first aider for both the Children & Young People's Programme and the wider Theatre.
- Assist in preparing students for performance in group productions, King's productions and/or events, including the drafting of schedules, risk assessments and licencing.
- To manage the termly and show budgets.
- To manage the financial procedures: payment records, bookings, uniform orders, invoices and contracts relating to youth theatre, in line with theatre policy.
- To manage the bursaries scheme, establishing eligibility as well as ensuring the bursaries are awarded fairly.
- Keep accounts, records and other required data and produce reports as necessary.
- Liaise and network with other local groups to collaborate in mutually beneficial activities where appropriate.
- Arrange and support the delivery of the Kings Theatre's contribution to the HAF project.
- To personally and professionally handle enquiries in connection with the Children & Young People's Programme and the services it offers.
- To collaborate as an effective member of KONNECT and promote teamwork
- To attend weekly KONNECT meetings.
- Help plan and create projects/events/opportunities for the community alongside other KONNECT staff members, both internal and external.
- To ensure that the Children & Young People's Programme adheres to all relevant Theatre policies and procedures at all times.

- To assist in the implementation of the requirements of Health and Safety at Work Act 1974 and the management of Health & Safety at Work Regulations 1992 ensuring personal compliance with specific key health and safety legislation and new systems of work.
- To undertake staff training, some of which may take place outside of normal working hours and attend meetings as directed.
- Oversee workshop providers (in collaboration with the Programme Leader), ensuring practitioners have completed all necessary paperwork before their first session in collaboration with the Children & Young People's Programme Leader.

This list of responsibilities is not exhaustive and the employee may be required to perform operational duties in addition to the above.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • Current Enhanced DBS certificate (preferably on the update service). Or willing to undergo a DBS check.
	Desirable	<ul style="list-style-type: none"> • Qualification/training in working with/safeguarding children. • Qualification or training in theatre, performing arts or related subject. • First Aid trained. • Current chaperone licence.
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> • Experience in using Microsoft Office software. • Good numeracy and literacy skills • Experience of record keeping • Experience of working with children and/or young people • Experience using booking systems (preferably Spektrix) • Good working knowledge of all H & S legislation with regards to working with and supervising young people including safeguarding legislation.
	Desirable	<ul style="list-style-type: none"> • Experience of working in the Theatre or the Arts in a professional or amateur capacity • Experience of creating and developing social media content
Interests	Essential	<ul style="list-style-type: none"> • Theatre and the Arts
	Desirable	<ul style="list-style-type: none"> • Working with children
Disposition	Essential	<ul style="list-style-type: none"> • Collaborative work ethic • Self-starter • Accepts and seeks responsibility • Capable of performing well under pressure • Ability and will to use initiative • Methodical and attentive to detail • Team player • Enthusiastic • Ability to lead groups