

Creative Learning Manager

HALFMOON.ORG.UK
Recruitment Pack





About us

Half Moon is the UK's leading small-scale young people's venue and touring company. It is a local organisation with a national remit, committed to supporting artists and young people at every stage of their creative development.

Working from our base in Limehouse, East London, we give young people from birth to 18 (25 for disabled young people) an opportunity to experience the best in young people's theatre, both as a participant and as an audience member.

Our wide-ranging programme reaches around 50,000 annually and engages those who are often excluded from arts activity.

Half Moon's activity includes a season of professional plays for young and family audiences, including teenagers, national touring productions and an extensive creative learning programme, including eight youth theatres.

Half Moon's expertise is in supporting artists and young people at every stage of their creative development, providing a gateway to engagement, offering pathways for progression and experimentation and then disseminating outcomes within the wider cultural sector, through performances, touring productions, open dialogue and continuing professional development.

Half Moon is a National Portfolio Organisation of Arts Council England and receives regular funding from the London Borough of Tower Hamlets.

Half Moon's digital archive is available at stagesofhalfmoon.org.uk

For further information about our work please visit halfmoon.org.uk

 [halfmoon_theatre](https://www.instagram.com/halfmoon_theatre)
  [halfmoontheatre](https://www.facebook.com/halfmoontheatre)



Creative Learning Manager

About the role

We are looking for a person to take a lead in the producing, management and delivery of the company's Next Steps Transitions Programme.

They will also work alongside the Head of Creative Learning and the Creative Learning Administrator in the producing, delivery and management of the company's participatory youth, schools and community work.

They will ensure all the work is integrated into a cohesive programme, developing arts activities responding to the company's vision, taking particular account of the fusion of participatory and professional activity.

Location	Half Moon Theatre in Limehouse, East London, and at various venues across Tower Hamlets
Responsible to	Head of Creative Learning
Salary	£32,000 per annum, plus pension contribution
Holidays	25 days per annum
Hours	40 hours per week (including paid breaks). The post holder will be expected to work flexible hours. Half Moon operates a TOIL system.
Probation	2 months from first day of appointment
Notice period	3 months
Terms	As this post involves working with/contact with young people, employment is subject to the company's procedures and policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's Policy Statement on the Recruitment of Ex-Offenders) is available on request.



Person specification

Essential

- have at least 5 years' experience in drama facilitation/delivery and leading participatory programmes
- have worked in, or have experience of, a range of theatre/arts related environments, statutory and/or non-statutory educational settings where their role had an emphasis upon delivery, administration and coordination
- have direct experience of and be able to contribute to inclusive arts activity
- be either working or have worked within a community setting with particular reference to young people and/or education within a comparable context to Half Moon in inner East London and/or more broadly across London, or be able to demonstrate an understanding of this
- have managed budgets and supervised others when working within agreed budgets
- have experience of staff management and safeguarding
- have strong oral and written communication skills, including report writing
- agree to work hours outside of the Monday-Friday (10am-6pm) pattern, including working until 7pm on three or four afternoons each week during school term time
- have very strong IT skills including Microsoft Office packages, particularly Excel and Access
- be used to working in a busy, multi-faceted environment.

Desirable

- have qualified teacher status, or equivalent youth, theatre, community development or arts education/applied theatre qualification at degree or post-graduate level
- have experience with supporting vulnerable families and young people
- have experience of working with the public, ideally within a venue context.



Job description

Under the guidance of the Head of Creative Learning, the post holder will:

- plan, manage and deliver the company's Next Steps Transitions Programme, including liaison with parents/carers, schools, social workers, other local authority teams and third sector organisations
- work with the Head of Creative Learning to procure participatory projects from schools, children's centres, colleges and community groups, etc.
- work with the Head of Creative Learning to produce the company's participatory programme, including education projects and out of school activity
- work with the Head of Creative Learning to plan and evaluate the participatory programmes delivered across the 0-18 age range (0-25 for disabled communities), taking into account, for example, curriculum and related practices
- support the Creative Learning Administrator to lead on group ticket sales for theatre performances for schools/nurseries, etc, and programme shows into schools
- in response to the professional theatre work, help develop and evaluate specialist workshop programmes for schools and community groups, and be able to overview any written support materials
- manage the Primary and Secondary Teachers' Forum and the CPD programme, including delivery where necessary
- oversee the work experience and volunteering programmes, working with the Creative Learning Administrator
- prepare budgets for projects for approval by the Head of Creative Learning
- ensure activities operate within the agreed budgetary limitations and any other financial constraints agreed by the Trustees and overseen by the Administrative Director
- work with the Administrative Director in raising funds from public, community and commercial sources to extend programme delivery and producing evaluation report



Job description (continued)

- represent Half Moon at conferences/meetings as required
- work with the Head of Creative Learning on the marketing of participatory projects, including digital media; working with the Communications Manager where required
- work with the Head of Creative Learning and Creative Learning Administrator to maintain school, community, youth theatre, workshop pool and other databases related to their portfolio
- support the management of the company's DBS records and oversee procedures, alongside the Head of Creative Learning
- undertake the role of Deputy Designated Safeguarding Lead
- any other duties that are reasonably requested as they occur across the whole company's portfolio.

General/Individual Responsibilities:

- undertake administrative responsibilities associated with the fulfilment of the job description as required by the Head of Creative Learning
- deputise for the Head of Creative Learning, Director and Administrative Director as required and in the remit of the post holder's portfolio when they, for example, are unable to attend meetings etc. related to this area of the company's work
- keep abreast of current practice and developments in the areas of arts, disability, inclusivity, education, youth, impact measurement and community
- commit to working to support the company to reduce its carbon footprint and to sustainable practices in project delivery
- develop and maintain contacts in line with the Company's aims, liaising closely with the community, schools/colleges, funding bodies (both public and trusts) and other arts organisations.

How to apply

To apply please email jackie@halfmoon.org.uk with:

- CV, including details of two referees
- A **covering letter** explaining why you are interested in the post (max 2 sides A4)
- A **completed Equal Opportunities Monitoring Form***

This can be downloaded from our website <https://bit.ly/HM-EOMF>

Deadline 10am, Monday 20 February 2023

*Half Moon is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us achieve this aim we ask you to complete the monitoring form and enclose it within your application email. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and is not used as part of the recruitment assessment process.



Supported using public funding by
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