



HIGH PEAK THEATRE TRUST LIMITED

JOB DESCRIPTION

POST: Freelance LCEP Research and Development Co-ordinator

REPORTING TO: Learning and Engagement Manager

MAIN JOB FUNCTION: To research Local Cultural Education Partnerships (LCEPs) and discover how an LCEP would operate across High Peak. To identify and recruit additional partners and establish a new network across the High Peak.

MAIN DUTIES:

- Research and meet neighbouring LCEPs to identify best practice and understand how an LCEP would work in the High Peak.
- Identify areas of need across the High Peak and discover who would benefit from the development of an LCEP.
- Work alongside Buxton Opera House (BOH) and Buxton International Festival (BIF) to identify funding opportunities for the future sustainability of the LCEP.
- Establish a young person steering group that will provide a young person's voice for the developmental phase of the LCEP and incorporate these views and experiences within the findings.
- Establish an LCEP Partners Group.
- Work with BOH and BIF to produce a three-year plan to present to partners and potential funders.
- Share findings from research in a short report/case study or advocacy output to determine the viability of a High Peak LCEP.

GENERAL

- Comply with the organisation's policies and legal obligation regarding health and safety.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
- Adhere to the organisations' safeguarding policies.
- Be an ambassador and advocate for Platform 3, Buxton Opera House and Buxton International Festival and promote the companies' values and behaviours.
- Undertake any additional tasks as may reasonably be required from time-to-time.

The postholder will be required to work across the business including, but not limited to: Buxton Opera House, Pavilion Arts Centre, BOH office No5 The Square and BIF office No3 The Square. The post holder must be prepared to travel to neighbouring LCEPS.

PERSON SPECIFICATION

Experience, Skills and Knowledge

- Knowledge of the creative and cultural landscape including issues affecting cultural participation.
- Knowledge of the formal education sector.
- Ability to liaise, network and build positive relationships with a wide range of people and groups from small community groups to professional agencies and statutory bodies.
- Experience facilitating small and larger scale meetings and focus groups with diverse participants.
- Experience of writing funding applications.
- Project management and administration skills including planning, team building, coordinating, budgeting and evaluation.

Education, Training and Qualifications

- Theatre or arts administration qualification (desirable)

Personal Attributes

- A commitment to championing diversity at every level of the organisations with knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds.
- Strong communication and presentation skills.
- A commitment to achieving high standards with the resources available.
- An action-oriented person who enjoys working hard and looks for challenge.
- Ability to manage multiple stakeholder relationships.
- Strong organisational abilities.
- Self-motivation and ability to work on own initiative.

Buxton Opera House and Buxton International Festival are an inclusive organisation who treat all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We particularly encourage applications from individuals who are underrepresented in the cultural sector.

SUMMARY OF TERMS

Contract	Part-time, freelance until 31 March 2022. 30 days over a 3-4 month period Days to be determined and agreed to ensure completion of project.
Fee	£5,500
Other	The successful candidate must: be eligible to work in the UK provide details of two referees from recent posts (paid or voluntary) agree to an enhanced DBS disclosure check

CLOSING DATE FOR APPLICATIONS

Monday 29 November 2021 10am

INTERVIEW:

Thursday 9 December 2021