

Job Description

Job Title	Youth, Summer & Short Courses Specialist
Reports To	Principal & CEO
Responsible For	All freelance professionals engaged for course and programme delivery
Department	Within Senior Management
Location	The majority of the Theatre School's activities are based at the School's Downside Road site, but with input at other relevant locations. The School supports flexible working as far as the organisation can support it. There will, however, be an expectation and requirement for the postholder to forge strong working relationships within the School and with external networks and contacts and, due to the nature of the work, a minimum amount of in-person delivery of the role will be negotiated.
Hours	This is a 0.5 post, predicated on a 40 hours week; a total of 1,040 hours per year. The School's term time <u>may</u> involve less intensive working, whilst out of term will be more intensive due to the delivery of courses. Occasional evening and weekend work will be required. Any additional working hours will be pre-agreed and taken as Time Off In Lieu (TOIL).
Salary	£30,000 pro rata per annum paid by BACS monthly in arrears.
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	25 days per academic year pro rata plus bank holidays in non-term time.
Notice Period	Three months.
Probationary Period	Six months.

Duties and responsibilities	BOVTS is actively seeking an experienced professional to develop our youth, summer and short course work activities and programmes. The Youth, Summer & Short Course Specialist will be able to deliver consultancy, training and developmental support for all areas within BOVTS, and course attendees. The outcome will deliver against the School's strategic priorities, including contributing to sustainable income streams, and raising BOVTS's profile locally, regionally,
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nationally and internationally. Ability to work unsupervised but also as part of a team.

The Youth, Summer & Short Course Specialist will develop new programmes and products for BOVTS in order to build its youth sector and non-degree course delivery work. In collaboration with the Student Recruitment and Outreach Officer, the post will require significant networking and engagement across the sector and beyond to ensure that BOVTS work is rooted in the needs of the sector, of young people and market demand.

The Youth, Summer & Short Course Specialist will be an expert trainer and facilitator. They will be able to support the development of knowledge and skills, deliver innovative and engaging projects and workshops that benefit young people and all clients, and work with colleagues from BOVTS and the wider field to ensure that our work is promoted and protected, for the benefit of all.

The Youth, Summer & Short Course Specialist will ensure that BOVTS is at the forefront of developing its products and services.

The post will:

- Develop new youth and short courses and services, including schools' workshops, for BOVTS in order to raise profile and income to the School.
- Develop and deliver, and organise the delivery of, training and development programmes which will include Youth, Summer and Short Courses (including relevant accredited training outside BOVTS existing degree programmes).
- Deliver to required, realistic financial outcomes set by the Executive Leadership Team.
- Use specialist knowledge of drama to lead on the curriculum planning of the courses.
- Support BOVTS stakeholders, staff, customers and trustees through acting as a youth sector expert.
- Work with our Student Recruitment & Outreach Officer to evidence and understand the impact of BOVTS and our work for third parties.
- Ensure BOVTS follows best safeguarding best practice, and comply with all safeguarding requirements.
- Develop BOVTS's influence across the national network of youth, summer and short course deliverers. This may be in consultation with partners.
- Ensure the voice of young people from the widest possible backgrounds is heard loudly across BOVTS and in all aspects of our work.
- Work with BOVTS Marketing & Student Recruitment Team to promote courses and opportunities to prospective students. The post holder should promote BOVTS's extensive offer and maintain its reputation in the particular fields of expertise.

	<ul style="list-style-type: none"> • Perform other responsibilities commensurate with the role as required. <p>Reporting</p> <ul style="list-style-type: none"> • Work with BOVTS Marketing Team to develop written reports and social media content to enhance BOVTS's work. These will include update reports to the Principal and Trustees. <p>Meetings attendance</p> <ul style="list-style-type: none"> • Full and other staff meetings (and any relevant subcommittees) • Student liaison meetings and Learning and Teaching Committee as appropriate. <p>Budgetary control</p> <ul style="list-style-type: none"> • Adhere to agreed budgets for training activities for which the post holder is responsible. <p>External liaison</p> <ul style="list-style-type: none"> • In consultation with the School's Student Recruitment & Outreach Officer, liaison with relevant organisations to promote and widen understanding and knowledge of the programmes offered. • Representing the School at external events, meetings and conferences as agreed with the Principal and being a good representative of the work, the Theatre School does. • With existing & potential clients, organisations and partners. • With alumni and other professionals in the arts and entertainment industries
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Person specification	<p>Essential</p> <ul style="list-style-type: none"> • Experience of managing youth, summer and short course work practitioners and improving practice standards. • Experience of delivering performing arts / creative industries training which could include live performance and screen-based work. • Experienced track record of designing and delivering training and development opportunities to learners – qualified teaching, IV and EV qualifications desirable. • Knowledge of quality assurance processes. • Demonstrable experience in delivering to a budget and to set financial outcomes. • Outstanding verbal and written skills, and experience of working with staff at different levels to develop reports, products and insight. • Highly developed verbal and written communications skills with a strong attention to detail. • Knowledge of IT systems.
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	<ul style="list-style-type: none"> • Strong and evidential experience of safeguarding requirements and a commitment to ensuring practices which promote safeguarding. • Ability to be flexible and adaptable in your approach. • To be a strong team player in a close-knit, supportive environment. • The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of roles and opportunities across the creative industries, which may include stage, screen, performing arts and events. • Awareness of cultural activity and training in Bristol and the wider region, and of the people involved in those activities.
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To note	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.</p> <p>Bristol Old Vic Theatre School (BOVTS) is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.</p>
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Equal Opportunities	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p>Equality & Diversity</p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities,</p>
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neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.

Selection & Assessment

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.