***Young people are the life force of Pegasus.***

From our theatre base in the heart of east Oxford we provide the inspiration for journeys filled with creative opportunity, aspiration and imagination. Through listening and responding to the needs, ideas and energy of all those who find a home within it, Pegasus is a pioneering force creating the present, challenging and changing the future and making an enduring impact on the vitality of the performing arts locally, regionally and nationally.

***Our Vision***

We will be recognised as a pioneering force in the performing arts with our work for, by and with young people providing outstanding opportunities for them to experience and **create** in the present, **challenge** and **shape** the future and make an **enduring impact** on the vitality of the performing arts locally, regionally and nationally.

The continual development of our artistic and organisational **ambition** will be shaped by listening and responding to the needs, **ideas** and **energy** of all those who find a home with us and informed by the creativity, skills and talents we will nurture in young people and staff alike.

Whilst recognising the needs and expectations of each young person who engages with us will vary, we will provide the space and support to enable young people to embark on individual journeys of personal growth filled with **creative opportunity**, **aspiration** and **imagination**.

We will be bold in our approach to securing a sustainable future for the organisation, reach out to partners who can support us, be nimble and adaptable to the ever-changing environment that surrounds us and ensure the choices we make enable us to work in **innovative**, **viable** and **inspiring** ways.

We will be at the heart of the communities we serve and foster a sense of belonging that encourages people of all ages, backgrounds and cultures to experience together outstanding creative experiences that are **vibrant**, **urgent** and **exciting**.

**Our Values**

|  |  |
| --- | --- |
| **OUTSTANDING** | We commit to achieving **excellence**, working with **integrity,** and focusing on the highest standards in everything we do |
| **INCLUSIVE** | We are **active champions** of diversity, **welcoming**, **open** to new voices, and **inclusive** |
| **BOLD** | We will **challenge convention** and be **catalysts for change**. |

Pegasus Theatre Trust is a company limited by guarantee and a registered charity, governed by a Board of Trustees. We are an Arts Council, England National Portfolio Organisation and receive funding from Oxford City Council. Income in the 21/22 financial year was just under £700,000 generated through a mix of grants, ticket sales, trading activity, donations and sponsorship.

**The application form and diversity monitoring form are included in this document (pages 6 -10)**

The application form is an important part of the selection process. To ensure fairness to all applicants any decision to short list you for interview will be based solely on the information you supply on your application form.  Ensure you read the job description and selection criteria before you start to complete the form.  It is important you give as much information as relevant regarding why you wish to apply and what makes you a suitable applicant.  Applications in the form of CVs will not be considered: please do not attach CV, references or educational certificates to your application form.

We welcome and encourage applications from people of all backgrounds and lived experienced, including those from the global majority, d/Deaf, disabled, neurodivergent, and LGBTQIA+ communities.

If you have any difficulty completing this form, please do let us know and we will arrange an alternative means of application with you. Completed applications should be **emailed** to admin@pegasustheatre.org.uk or can be posted, with the recruitment monitoring form, to: Recruitment, Pegasus Theatre, Magdalen Road, Oxford, OX4 1RE. Please make sure your monitoring form is on a separate page/s from the rest of your application form (especially if you PDF it) before you email it so we can remove it before shortlisting.

Closing date for applications is: **Wednesday 20 June 2022 - 12 noon**

Interviews will be held Wednesday 27 July 2022

**Participation Manager**

**Job Purpose**

The Participation Manager is a key position reporting to the Creative Learning Director. The postholder is responsible for the coordination and management of our creative learning opportunities and supporting the engagement of young people with our programme of activity. The role supports the development, implementation, and monitoring of Pegasus’s business planning in order to achieve our artistic ambitions and business objectives.

**Key Objectives:**

* Manage the delivery of high-quality creative learning opportunities contribute to the ongoing development of the content of the participation programme.
* To serve as the accessibility and inclusion lead for Pegasus, leading on the organisations’ strategy and action plan to improve accessibility, inclusion, and representation for all people young people particularly those from underrepresented groups and communities
* Identify and recruit new participants; actively building networks and partnerships that develop new engagement pathways for young people. and maximise engagement with our diverse programme by our young participants.
* Champion the voice and activity of young participants promoting their achievements and encouraging their involvement with Pegasus as change-makers.

**Employment Terms**

Remuneration £25,000 pa pro rata

Hours Part time:30 hours per week (4 days)

Probationary period     6 months

Annual Leave               25 days holiday plus 8 designated bank holidays per annum pro rata

Pension  A workplace pension scheme is operated by Pegasus Theatre Trust through NEST with an employer contribution of 4% and an employee contribution 4%

**Organisational Relationship and Accountability**

Responsible to: Creative Learning Director

Work closely with: Pegasus has a small core staff team; the post-holder will need to work closely across all staff teams to undertake the duties required.

Line management: There are no line management responsibilities associated with this post.

**Job Description**

**Implementation & Delivery**

Work within the Programming team to ensure the effective planning and scheduling for the participation activity within our artistic programme which includes formal education, creative learning classes and courses, work experience, inclusion projects and schools.

Undertake the effective administration required for delivery of all planned activity including ensuring courses and activity are arranged, communicated, conducted, monitored, documented and evaluated to a high standard and in a timely manner.

With the Creative Learning Director, undertake the recruitment of, and communication with, our exceptional range of freelance tutors, facilitators, assistants and enablers.

Manage the freelance tutors, facilitators, assistants and enablers, ensuring the smooth communication of information and feedback regarding recruitment, contracting, creative activity, meetings, attendance levels, participants and safeguarding.

Work with external agencies and key workers regarding referrals of young people to our inclusion programmes, liaising with young people, parents, carers, social services and schools and ensure effective follow up and evaluation is undertaken.

Provide individual assistance and guidance for young participants and their families who require additional support in order to sustain engagement with us, ensuring open and regular communication is maintained with young people and their parents/carers, appropriate transport is arranged each week

Contribute to reviews of Pegasus’s safeguarding policy and the practical delivery of safeguarding as the Deputy Designated Safeguarding Lead for the organisation.

Maintain engagement with Arts Awards including contact and support for schools and administering and undertaking as an arts award trained advisor the delivery of arts award accreditation for up to 30 young people across our programme strands each year. Review plan and manage the delivery of arts awards at Pegasus.

Work with the Creative Learning Director, on managing the recruitment, planning and delivery for the Pegasus Youth Advisory Board.

Manage and coordinate the delivery of our ongoing programme of work experience, working across the staff team to ensure inspiring and productive placements for young people. Work with the executive team in development and delivery of other training and apprenticeships as required.

Foster creative and strategic partnerships and networks locally, regionally and nationally which will further the aims and interests of Pegasus and actively promote our participation actively within the local community and wider city.

Work with the Executive Director contributing narrative, information, and data where necessary to support applications relating to the participation programme.

To provide cover for course assistants from time to time and support the delivery of classes or sessions working with the course leaders to ensure a safe, welcoming and productive experience for all.

Ensure the staff team is briefed appropriately on participation activity in order to promote an informed understanding across the organisation regarding participation activity and goals.

**Monitoring:**

Work with the front of house team to ensure the accurate and consistent capture of Pegasus’s participation data, monitoring the box office’s data capture procedures to maintain consistent, clean data and adherence to current Data Protection legislation.

Work with the Executive Director to generate accurate data reports, attendance figures, participant analysis and monitoring which support the development of innovative promotional campaigns, development of activity and accurate reporting to stakeholders.

Work with the executive team and ensure the ongoing, meaningful and effective capture of evaluation material from our audience and participants. Collating information and generating reports to assist the development of our programme of activity.

**Development:**

Contribute informed, imaginative ideas and solutions to ongoing strategy and business planning discussions in line with the theatre’s policy on inclusive and consultative practice.

Actively contribute to team meetings and undertake relevant development and training opportunities agreed with your line manager for your professional development.

**General:**

To undertake any other duties relevant to this post as reasonably required.

To carry out the duties of this post in accordance with Pegasus Theatre’s policies including equal opportunities, safeguarding, access, employment, health and safety.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at a significant point for the organisation.

**Selection Criteria**

**Essential**

* 3 years+ previous experience of working with children and young people in an educational, arts or social development context with a demonstrable commitment to supporting their development and engaging with them creatively and organisationally.
* Previous experience of managing a team including freelancers and external relationships.
* Solid knowledge of policies, legislation and developments within the children and young people’s sector
* Previous experience in a safeguarding role.
* Understanding of the local, regional and national education structure and landscape
* Strong organisational skills and a proven ability to prioritise effectively with a methodical approach to administrative processes
* Excellent personal presentation skills with the abilityto communicate ideas and information effectively to a wide range of people
* Imaginative creative skills and a proven ability to problem solve with tact and discretion
* Proven ability to work under pressure to meet targets and deadlines
* The ability to work independently and as part of a team
* A commitment to equality, diversity and championing opportunities for every child and young person
* Excellent written, verbal and IT skills
* Working knowledge of Microsoft Office software

**Desirable**

* Established networks and relationships within arts education locally or regionally
* Previous experience of the administration and delivery of Arts Awards.
* Knowledge of the possibilities in the use of digital technology in participation

**Pegasus Theatre – Application Form**

(Private & Confidential)

Application for the position of **Participation Manager (June 2022)**

*Please read the job description and selection criteria before you complete this application form.  Type to complete and ensure you check and are happy with the print format before you email it in. You can PDF the form but please make sure the diversity monitoring section is on separate pages to the application.*

**Personal Information**

|  |  |
| --- | --- |
| **First name:** | **Address:** |
| **Surname:** |  |
| **Email:** |  |
| **Contact Tel/Mobile:** |  |

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**Employment history:**

*Please list, starting with your current or most recent employer. Insert rows as necessary.* ***Do not attach a CV*.**

|  |  |  |
| --- | --- | --- |
| **Employer:**  *name and address*  *dates of employment* | **Position held and main duties & responsibilities** | **Reason and salary on leaving** |
|  |  |  |

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**Education**

*Please list formal education undertaken. Insert rows as necessary.*

|  |  |
| --- | --- |
| **School /College/University**  *name and address*  *dates attended* | **Qualifications obtained; exams passed (including grades)** |
|  |  |

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**Vocational, professional or other relevant training & qualifications**

*Please include membership of professional bodies if relevant.*

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**Reason for applying**

*Please take this opportunity to tell us why your skills, experience and knowledge fit this role with reference to the essential and desirable criteria. (No more than 2,500 words)*

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**References**

*Please give details of two referees.  If you are (or have recently been) employed one should normally be your current (or last) employer.*

**Referee One**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: | |
| Email: | Contact/Mobile no: |
| Relationship: |  |
| May we contact this reference at any point in the recruitment process?  Yes/No | |

**Referee Two**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: | |
| Email: | Contact/Mobile no: |
| Relationship: |  |
| May we contact this reference at any point in the recruitment process?  Yes/No | |

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**Additional Information**

**Disclosure Checks**

All posts at Pegasus are subject to the regulations relating to persons with substantial access to young people and are subject to a Basic Disclosure check. This check will require you to declare any unspent convictions. Offers for roles working with vulnerable groups will be subject to a satisfactory Enhanced Disclosure and Barring Service check. Where this is required, it will be stated clearly in the job/role description. Where roles have been identified as requiring an Enhanced Disclosure, you will be asked to declare all convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013). Guidance on completing an Enhanced Disclosure and Barring Service check and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you would like further support and advice on completing an Enhanced Disclosure and Barring Service check, the following external organisations provide trusted information and advice services for people with convictions: NACRO (www.nacro.org.uk) and Unlock (www.unlock.org.uk)

**Legal right to work**

We are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will be asked to provide us with documentary evidence that they are legally entitled to work in the UK Under the Immigration, Asylum and Nationality Act 2006, prior to commencing their new role.

**Data protection and privacy**

Personal information provided by you as part of your application will be used for the purposes of carrying out our recruitment and selection process. Information provided by you in the Diversity Monitoring Form will be used to monitor Pegasus’s diversity policies and practices. Any diversity data retained for monitoring purposes is completely anonymised, so no individual is identifiable.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of six months. The only exceptions to this is personal information relating to applications for positions where an appointment has been made from outside of the European Economic Area (EEA), where we may be required to retain your applicant information for a longer period to comply with UK Visa and Immigration regulations. If you are the successful candidate, your application will be retained and will form the basis of your personal staff record. This data will be retained in line with our staff data retention policy.

**Are you related to any member of the Pegasus staff team or trustees?**

*Failure to disclose such a relationship will lead to disqualification, as will canvassing in connection with the appointment.*

**If appointed, when could you start?**

*Please give your period of notice in your present post if applicable*

***I certify that the information I have provided on this application form is correct:***

**Signed:** **Date:**

**Diversity Monitoring PMJune22**

*We are required to collect and collate diversity information to monitor our own recruitment and employment policies and to meet reporting requirements of our key funders.  This information is used for monitoring purposes only. Records are used to establish whether any group is over or underrepresented in certain areas.*

*Thank you for taking the time to complete and return this form*

|  |  |  |
| --- | --- | --- |
| **Ethnic Identity:** *is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.* | **Type X**  **to select** | |
| **White:** |  | |
| British |  | |
| Irish |  | |
| European |  | |
| Gypsy, Roma or Irish Traveller |  | |
| Other White ethnic identity |  | |
| **Mixed:** |  | |
| White and Black Caribbean |  | |
| White and Black African |  | |
| White and Asian |  | |
| Any other Mixed/Multiple ethnic identity |  | |
| **Asian/Asian British:** |  | |
| Indian |  | |
| Pakistani |  | |
| Bangladeshi |  | |
| Chinese |  | |
| Any other Asian ethnic identity |  | |
| **Black/Black British:** |  | |
| African |  | |
| Caribbean |  | |
| Any other Black ethnic identity |  | |
| **Other:** |  | |
| Arab |  | |
| Latin American |  | |
| Any other ethnic identity |  | |
|  |  | |
| Prefer not to say |  | |
| Age Range | **Type X**  **to select** | |
| 16-18 |  | |
| 18-25 |  | |
| 26-35 |  | |
| 36-45 |  | |
| 46-55 |  | |
| 56-65 |  | |
| 66-75 |  | |
| 75+ |  | |
| Prefer not to say |  | |
| **Disability status:** | **Type X**  **to select** | |
| Do you consider yourself to be D/deaf |  | |
| Do you consider yourself to have a disability |  | |
| Do you consider yourself to have long term health condition |  | |
| Prefer not to say |  | |
| **Neurodivergent** | **Type X**  **to select** | |
| Do you consider yourself to be neurodivergent? |  | |
| **Gender assignment** | **Y/N** | |
| Do you identify with the gender assigned to you at birth? |  | |
| Prefer not to say |  | |
| **Gender** | **Type X**  **to select** | |
| Woman /Girl |  | |
| Man / Boy |  | |
| Non-binary |  | |
| Agender |  | |
| Gender Fluid |  | |
| Own term: |  | |
| Prefer not to say |  | |
| **Sexual Orientation** | **Type X**  **to select** | |
| Bisexual |  | |
| Gay Man |  | |
| Gay Woman/Lesbian |  | |
| Heterosexual/Straight |  | |
| Queer |  | |
| Asexual |  | |
| Own term: |  | |
| Prefer not to say |  | |
| **Socio-economic background:** *Please select the category of the highest income earner of your household when you were 14 yrs* | **Type X**  **to select** |
| Modern Professional Occupations |  |
| Clerical and Intermediate Occupations |  |
| Senior Managers and Administrators |  |
| Technical and Craft Occupations |  |
| Semi-Routine Manual and Service Occupations |  |
| Routine Manual and Service Occupations |  |
| Middle or Junior Managers |  |
| Traditional Professional Occupations |  |
| Self-employed |  |
| Short Term Unemployed |  |
| Long Term Unemployed |  |
| Retired |  |
| Not applicable |  |
| Don't know |  |
| Prefer not to say |  |
| Other - please specify |  |