

JOB OPPORTUNITY: Outreach and Engagement Officer

SALARY: £26 000 pro rata, 26 hours/week.

CONTRACT: Initially 1 year with potential to extend

START DATE: Ideally 7th March

Job Brief: Circus Central is looking for an Outreach and Engagement Officer to join our team running our Circus Arts Charity based in Newcastle upon Tyne. Some remote work possible, some hours on site needed. We're looking for someone with 2+ years experience in engaging diverse communities through managing community classes, projects, events, and partnership programmes.

About us:

We are a circus arts charity based in Newcastle upon Tyne. Our mission is to transform lives through circus. We use circus arts to bring physical, social, and emotional confidence to individuals and communities. We operate from two sites, one in Shieldfield and one in Elswick.

We deliver a vibrant programme of activities to people of all ages and abilities, this includes classes, workshops, projects and events, as well as our Five Ring youth troupe. We also support careers in the arts by developing skills, qualifications and experiences for local, national and international professional artists. We believe circus is for everyone.

Working at Circus Central:

Circus Central is run by 5 part time Office staff and a team of 25+ freelance mentors. All office staff work flexibly from home and in the Elswick office (Mill Lane Playbarn). Mill Lane is a ground floor building, with wide entrances and accessible toilets, and parking directly outside the premises. The offices include shared desks.

Office Staff have regular working days/ hours as agreed with the CEO. Within this there is flexibility to accommodate work/life opportunities and needs.

We are a friendly, inclusive team. Staff work part time in the office and part time from home so this role will suit someone that likes a mix of sociable working and independent working.

Overview

Job Brief: We are looking for an experienced person to engage diverse communities through managing community classes, projects, events, and partnership programmes. The Outreach and Engagement Officer will facilitate the daily operations of the Circus Central Community Engagement programme including: community classes, partnership work (inclusive of schools), project work and events.

The Officer will:



- Schedule and manage the community class timetable.
- Maintain existing Circus Central projects and partnership programmes and implement new programmes inline with our values and mission.
- Collate evidence for funders and compile reports alongside the CEO to submit to Grant providers and Trustees.
- Oversee event delivery both on and off site. This typically includes a termly on site community cabaret and annual off site performances to showcase our students skills. The Outreach Officer will be assisted by the Education Director and CEO with these events.
- Timetable and line manage freelance mentors in relation to these programmes.

The Officer will work closely with the CEO, Education Director and team of freelancers.

Key tasks

Key tasks:

- Coordinate and manage delivery of community classes, projects, events and partnership programmes.
- Create opportunities for outreach performances, workshops and events.
- Line manage mentors in the delivery of these classes, projects, events and programmes
- Assist the CEO with report writing and bid writing by compiling anecdotal and analytic data about participants in programmes and writing progression and project completion reports.
- Liaise with the Finance Officer and CEO to devise and manage project budgets
- Attend ongoing CPD relevant to the safeguarding and well-being of vulnerable students
- Attend meetings as required to ensure good communication within the organisation and the governing body.
- Act as a chaperone as required, with prior agreement
- Represent the organisation as senior management as required, with prior agreement
- Assist the CEO with the daily running of the organisation as required (e.g. be keyholder), with prior agreement

Person Specification

Essential:

- 2+ years experience of: coordinating and evaluating high quality programmes (classes, events, projects) effective community engagement with diverse groups
- 2+ years experience of: managing staff/volunteers to deliver projects
- Ability to communicate well with people from all backgrounds (verbal and written communication)
- Commitment to Circus Central ethos and mission for inclusion and engagement
- Excellent attention to detail
- Efficient, reliable and organised



Highly Desirable:

- Experience working in the Circus sector
- Experience working the Arts sector
- Experience working in the Third sector

Other information:

- We are aware that this is a part time role, and that you may have other personal / work commitments, and we are happy to work flexibly around this, as long as this does not impact on our lone-working policy.
- In house and external professional development will be supported.
- Staff discount on Circus Central classes, courses and workshops provided

To Apply: Please send your CV and a cover letter to hello@circuscentral.co.uk . Your cover letter should explain:

- Why you would like to work for Circus Central
- How you meet the person specification

Cover letter should be 1 page long. No more than 2 pages.

Candidates invited to interview must attend a site visit during class times, this will be an opportunity to see what we do and engage with the organisation (you will not be required to do a handstand or juggle fire!)

Successful candidate must provide 2 references.

Deadline: Monday 31st January 13.00pm

Interviews and visits: Week commencing 7th February

Ideal start date: Week commencing 7th March

If you have any queries or would like to discuss the role in more detail, please hello@circuscentral.co.uk with the subject heading Outreach and Engagement Officer – Enquiry.

Circus Central is an equal opportunities employer and encourages applications from a diversity of backgrounds.

