

**JOB OPPORTUNITY:** Education Director

**SALARY:** £27 000 pro rata, 30 hours/week.

**CONTRACT:** Permanent, subject to 6 month probationary period

**START DATE:** June 2022

**General:** Circus Central is looking for an Education Director 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 education and progression pathways. This includes both accredited programmes like Arts Awards, BTECs and apprenticeships, as well as non accredited programmes like community classes, 5 Ring Troupe and volunteering.

**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 with Circus Arts. The Education Director will facilitate the daily operations of the Circus Central progression programmes. They will create and devise frameworks and content to deliver our existing accredited programmes (BTEC, Arts Awards, Apprenticeships).



The Education Director will be responsible for programming the delivery of 5 Ring Troupe, our flagship youth circus troupe, and Home Ed group: this includes both regular term time delivery as well as programming project based work with specialist artists and community performances.

The Education Director will be responsible for scheduling and managing our regular community classes. The Education Director is responsible for all timetabling and management of the freelance mentors in relation to these various programmes.

The Director will:

- Schedule and manage the community class timetable.
- Maintain existing Circus Central progression programmes and implement new programmes inline with our values and mission.
- Maintain existing delivery partnerships and create new performance partnership opportunities
- Create and devise framework and processes to deliver BTEC programmes.
- Undertake the role of assessor and internal verifier.
- Collate evidence for funders and compile reports alongside the CEO to submit to Grant providers and Trustees.
- Collaborate with the Outreach officer to oversee event delivery both on and off site to showcase our students skills. This typically includes 3-5 Troupe and BTEC off site performances and on site community cabarets annually
- Timetable and line manage freelance mentors in relation to these programmes.
- Hold safeguarding responsibilities as either Designated, or Deputy, Safeguarding Lead

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

### **Key tasks**

- Coordinate and manage delivery of community classes, projects, events
- Coordinate and manage delivery of accredited programmes inclusive BTEC, Apprenticeships and Arts Awards
- Coordinate and manage delivery of non accredited programmes inclusive 5 Ring Troupe, Home Ed and Volunteering
- 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 accredited education programmes
- 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
- Experience working in the Circus sector

### **Highly Desirable:**

- Ability to act as Assessor and Internal Verifier for accredited programmes
- Relevant teaching qualification
- 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](mailto: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 23rd May 2022**

**Interviews and site visits: Week commencing 30th May 2022**

**Ideal start date: June 2022**

If you have any queries or would like to discuss the role in more detail, please  
[hello@circuscentral.co.uk](mailto:hello@circuscentral.co.uk) with the subject heading Education Director – Enquiry.

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

