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| **Kickstart Scheme Application ID** (10 characters beginning with KS) | **KS8B76C781** |
| **Job vacancy title** | Community Engagement Assistant – Polka Theatre |
| **Company name** | Polka Children’s Theatre Limited |
| **Company postcode** | SW19 1SB |

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| **Job summary** |
| The Community Engagement Assistant will play an important role in the Creative Learning team by supporting the Community Engagement Manager to deliver an exciting and varied programme of theatre-based activities for the local community. You will provide general administration support for projects including the Re:Sound choir and ‘Take Your Seats’, which is Polka’s community outreach programme. You will be someone who enjoys working at a computer to help the work of your team run smoothly, as well as stepping in to help other members of your team as and when needed. This could include going to choir rehearsals or a children’s theatre workshop, show to help the practitioners (your team members) who are running them.  **Key areas of responsibility**  Re: Sound, intergenerational community choir  Administrative support of the Re:Sound choir, including:  keeping the register and monitoring details up to date  adding new participants to the Box Office ticketing system, called Spektrix  responding to new enquiries via email or phone  sending out communications and resources to members  attending rehearsals occasionally.  Take Your Seats and Polka Invites  Assist the Community Engagement Manager with recruiting families to the monthly Saturday Club and liaise with the Box Office team on allocating tickets.  Work alongside the Community Engagement Manager in allocating funded tickets to community organisations for Polka productions.  Keep the Polka Invites list of families updated on Spekrix.  Communicate with families on the Polka Invites list about forthcoming events they are invited to attend.  Support the Community Engagement Manager in collating evaluation data on projects.  **General**  Attend community workshops and assist Polka practitioners as required.  Attend Polka performances as required.  Provide support to the wider Creative Learning team if required, for instance assisting a practitioner in a workshop or covering a practitioner’s lunch break.  **All team members are expected to**  Champion and honour Polka’s vision and values  Maintain confidentiality and abide by Polka’s policies and procedures  Follow Health and Safety rules at work  Follow Safeguarding rules and legislation  Actively ensure Equality, Diversity and Inclusion is part of Polka’s culture  Contribute to Polka’s Environmental Action plan by thinking and working sustainably  Contribute towards Polka’s fundraising goals, this may include research, writing applications, advocacy and managing relationships  Take part in operational teams to help share learning, find joint solutions and drive change  Participate in all training, development and wellbeing initiatives as required  Undertake any other duties as may be reasonably required.  **About Polka Theatre**  *The place to be for children’s theatre*. ayoungertheatre.com  Polka is a pioneering national theatre for children aged 0 to12 years old, based in Wimbledon, South West London. We are a charity and one of Arts Council England’s National Portfolio Organisations. Polka was the first venue in the UK to be created exclusively for young audiences in 1979.  Polka presents shows and activities all year round. Polka’s mission is to empower children to navigate their world through inspirational theatre and creative experiences. Our values are centred around children and community, focusing on creating work that is excellent, memorable and inclusive. See [www.polkatheatre.com](http://www.polkatheatre.com) to find out more. |

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| **Essential skills, experience and qualifications** |
| **Essential**  Aged 18 to 24 and on universal credit to be eligible to apply as part of the government’s Kickstart Scheme. Due to child protection issues we can only accept 18 to 24 year olds.  Proven ability to organise tasks, giving the attention required, within a set timeframe or by a deadline.  Ability to use Microsoft Office: Outlook, Word, Excel, PowerPoint and preferably some experience with a CRM/ Database system or software (we use Spektrix on a regular basis).  Confident and clear communicator, both speaking and written.  Ability to work well in a team.  Reliable and trustworthy.  A valid Disclosure and Barring (DBS) certificate or willing to undergo an enhanced DBS check (at Polka’s expense) if a job offer is made subject to this being obtained. |

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| **Hours per week** | **25 Hours per week** |
| **Working pattern** | 25 hours per week worked over 4 days, Tuesday to Friday as follows  Tuesday, Wednesday & Friday 7 hours 10.00 – 5.00pm with 1 hour unpaid lunch break  Thursday 8 hours 10.00-6.00pm with 1 hour unpaid lunch break    Additional hours may be necessary to fulfil the requirements of the post.  This could include evenings and weekends and travel out of London when required.  We operate a Time off in Lieu, TOIL, system. |
| **Hourly rate of pay**  £ per hour or ‘national minimum wage’ See www.gov.uk for further information on the National Minimum Wage. | £20,000 per annum pro rata |

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| **Employability support** |
| We will be working with our Kickstart Gateway, Merton Chamber of Commerce to provide support to the successful applicants for this position.  This programme of support will include webinars and workshops to help them learn about the world of work and to equip them with the broad skill set they will require to be successful in the work place. This will include  Help in developing inter personal skills which includes the development of communication and confidence, dealing with customers, suppliers and colleagues.  Working with the Kickstarter to develop their employability skills. This will include attendance, timekeeping and team working.  Help in applying digital skills in the workplace in an appropriate way, using the right tone and language.  How to succeed in interviews. Covering topics such as CV preparation, interviews in a virtual world and mock interview scenarios.  We will be working with Merton Chamber to provide access online elearning resources for the successful applicant. This will cover, as required, modules covering Maths and English in the workplace, health and safety, data protection, customer service, cyber security and digital marketing skills. |

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| **If your vacancies are in more than one location, please complete a separate row for each** | | | | | | | | | |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
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| Office based | 1 | 30 May 2021 | No maximum | Yes | 240 The Broadway, Wimbledon, London SW19 1SB | Fran Chabrel, Community Engagement Manager at fran@polkatheatre.com  Tel 020 8543 4888 | 30 June 2021  Or later if appropriate applicant hasn’t been found. | Please complete our application form, accessed on our website at <https://polkatheatre.com/jobs/> ensuring you address each area of the person specification  Submit your application, outlining your suitability for the post to Fran Chabrel, Community Engagement Manager at [fran@polkatheatre.com](mailto:fran@polkatheatre.com)  Please also complete the equality monitoring form via this SurveyMonkey link:  <https://www.surveymonkey.co.uk/r/B3KW6ZH>  If you would like to discuss this role in more detail please contact Fran Chabrel, Community Engagement Manager at [fran@polkatheatre.com](mailto:fran@polkatheatre.com)    Access information if you require the Job Pack in a different format please call us on 020 8543 4888 or email [lynette@polkheatre.com](mailto:lynette@polkheatre.com) | 2 August 2021 |
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