



Talking Tales Project Manager – Job Description



Role: Talking Tales Project Manager (freelance role)

Reporting to: Head of Creative Learning

Fee: £27,000 total fee (*180 days at £150 per day)

Dates: June 2024 – August 2026

*Please note the first year of project will be weighted to a higher percentage of working days, especially during June – September 2024 for project set up – we are happy to discuss this in more detail at interview stage.

Our **Talking Tales** project is a new fully funded 2-year CPD drama programme, working with School Leadership teams and teachers to improve oracy skills in KS1 pupils that will support learning in all areas of the curriculum. The project combines Teacher CPD sessions, practitioner led drama workshops for pupils, teacher resource packs and mentoring in the first year. This will be followed by top-up CPD and support sessions to empower lead teachers to deliver supported training to the wider team to ensure all staff can integrate opportunities for developing Oracy into all lessons.

Purpose of the role

Working with the Head of Creative Learning, the Talking Tales Project Manager will lead on the management of the full project including creating the CPD sessions, school workshops and teacher resource packs. They will manage all communication with all stakeholders and will be responsible for designing robust evaluation processes to be followed throughout the project.

Specific Duties

- To work with the Head of Creative Learning and School Relationship Officer to set up the Talking Tales programme, a new fully funded school project to start in September 2024.
- To be the lead point of contact for all stakeholders connected to the Talking Tales programme, including school senior leadership teams, teachers, practitioners and funders.
- To facilitate and attend meetings with the six partner schools in July 2024 to ensure senior leadership teams and all teachers are fully aware and engaged in the programme starting in September 2024.
- To manage and nurture strong, lasting relationships with the six partner schools and practitioner team through regular contact ensuring engagement from all stakeholders throughout the 2-year project.
- To design and implement robust evaluation processes to follow over the 2-year project.
- To create content for four CPD sessions to be delivered in Year 1 covering the six key project themes (Conversation, Discussion, Playing Characters, Storytelling to Audience, Debate, Presentation) plus two further CPD sessions that will be delivered in Year 2.
- To create content for six school *workshops for KS1 pupils that the practitioners will deliver in schools, based on the six key project themes (Conversation, Discussion, Playing Characters, Storytelling to Audience, Debate, Presentation).
- To design and create six Teacher Resource Packs to complement the six key themes/workshops covered throughout Year 1. Each resource pack will contain ideas and examples of content that can be facilitated by the school teachers for each half term period.
- To design and create learning tools (including digital) to support teachers during Year 2 of the project.
- To choose and manage a suitable online platform to use throughout the project to encourage the exchange of expertise and ideas from all stakeholders and provide online resources.
- To staff the Talking Tales programme with appropriate practitioners and send all Freelance Agreements.
- To send out School Agreements including all relevant documents (including baseline assessments, photo consent)
- To order resources needed for any workshop or CPD sessions (budget will be agreed)
- To collate monitoring data end of first term & end of project.
- To manage and administrate all feedback and evaluation meetings, including setting agenda and taking minutes.

- To attend any project meetings with funders where appropriate.
- To monitor and collate feedback and evaluation from all stakeholders.
- To monitor, document and evaluate all project delivery ensuring it is in line with agreed project outcomes.
- To complete end of project reporting documentation for the Development team to send to funders.
- Undertake any other duties as may be reasonably required.

*Good oracy requires the ability to adapt speech across styles and situations. Therefore, the workshops will focus on a key form of speech, thus providing the opportunity to develop physical, linguistic, social-emotional, and cognitive skills in a range of contexts. We are particularly interested in how we can apply an anti-racist approach to our model to further reduce barriers for learners and this line of enquiry will underpin practice.

PERSON SPECIFICATION

Essential

1. Significant experience of project management in the arts, culture or heritage sectors.
2. Experienced at partnership working with schools/other education providers and knowledgeable about the context in which they work.
3. Significant experience in workshop planning and drama facilitation for children in Key Stage 1 (ages 4 – 7 years)
4. Excellent knowledge of the current arts and cultural education environment.
5. Strong experience of evaluating processes including; collecting, recording and analysing data and other monitoring information.
6. Excellent verbal communication, presentation and written skills.
7. Ability to manage multiple priorities and deadlines and a track record of delivery.
8. Ability to deal with a diverse range of people at all levels using tact, diplomacy and patience
9. Self-motivated with the ability to work independently.
10. A passion for the arts, in particular work with children, early years and families.
11. A genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts, and an empathy with the objectives of Polka.
12. A commitment to Polka's values and principles.
13. A valid Disclosure and Barring (DBS) certificate or willingness to undergo an enhanced DBS check (at Polka's expense) if a job offer is made subject to this being obtained.

Deadline and How to Apply

Deadline for applications: 9am on Wednesday 8 May 2024

Interviews: Week beginning 12 May 2024

Ideal start date: Monday 2 June 2024

Please complete and send the following to Polly Simmonds, Head of Creative Learning, at polly@polkatheatre.com or post it to them at Polka Theatre, 240 The Broadway, Wimbledon

SW19 1SB. Remember to include *Talking Tales Project Manager* as your email subject line or on the envelope.

- Current CV and short cover letter telling us how you meet the Person Specification.
- If you would prefer, you are welcome to send us a short video or audio file (no longer than 5 mins), telling us about yourself, your current and previous job roles and/or work experience, as well as your knowledge, skills and experience.

Please also complete/send us:

- Privacy notice form – download it, as a Word document, from our [website](#)
- Complete our Equality Monitoring survey by visiting [Survey Monkey website](#)

The Equality monitoring survey is anonymous and is not sent to the person who receives your application. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application, and we do not connect the two.

Once you have sent us the documents above, by the deadline, we will let you know we have received your application.



About Polka Theatre

Polka is a pioneering national theatre for children based in Wimbledon, the first UK venue created exclusively for young audiences. Opened in 1979, we are one of just a handful of dedicated children's venues in the UK. Since then over 3.5 million children, parents, teachers and carers have been through our doors. Following our £9m redevelopment in 2020/21 we now have an opportunity to reimagine Polka for future generations.

Our Mission

To empower children to navigate their world through inspirational theatre and creative experiences.

Our Vision

Improving children's lives, bringing communities together, creating ground-breaking theatre.

Our Values

- **Child-centred** placing children at the heart of everything Polka does.
- **Community** engaging our diverse communities of children, families, educationalists and artists.
- **Excellent** pioneering, adventurous, offering the highest quality.
- **Memorable** creating magical, meaningful experiences.
- **Inclusive** welcoming, accessible, nurturing, supportive, representative.

Polka is a charity and Arts Council England National Portfolio organisation. Our mission is to empower children to navigate their world through inspirational theatre and creative experiences. Around 100,000 people visit us each year and a further 18,000+ take part in creative learning and community activities. We involve children at every stage of the creative process and lead the way in Early Years theatre for under 6s together with our academic collaborators and the Culture Europe funded Mapping programme.

Inclusivity is and always has been an integral part of the company's offer. In 2007, Polka pioneered relaxed performances for children on the autistic spectrum, a model which continues to be replicated across the cultural sector. We run a free ticketing scheme, enabling children from deprived areas to experience live theatre for the first time, and a range of initiatives that provide opportunities for children with particular access needs or who live in challenging circumstances to participate in our activities. We offer opportunities for all children and families regardless of age, ability, culture or background, to engage in theatre.

Our website (www.polkatheatre.com) gives you more information about us. We are funded by Arts Council England, London, registered charity number 256979.