



CROYDON YOUTH THEATRE ORGANISATION – PROJECT DIRECTOR

INTRODUCTION

Over the next fifteen months Croydon Youth Theatre Organisation (CYTO) will continue executing an ambitious project with two key aims:

- Creating a network of outreach hubs in local schools in partnership with Eastside Educational Trust, with the aim of increasing CYTO's core membership numbers.
- Researching the theatrical heritage of Croydon to create theatrical works from the material such research produces and thereby increase community pride and knowledge amongst CYTO's members and amongst the general public of Croydon. The research will include working with local partners, in particular an intergenerational outreach project involving CYTO members and senior citizens in the borough.

We are currently looking to recruit a "PROJECT DIRECTOR" with the skills and motivation to play a vital role in overseeing all aspects in the completion of this project. The successful candidate will be a creative thinker, who displays initiative, tenacity and has experience developing and managing small teams and working with a variety of local partners.

Croydon Youth Theatre Organisation's Mission is:

To provide a safe space where fostering the challenge and excitement of creating theatre enriches the cultural lives of Croydon's young people

Croydon Youth Theatre Organisation's Vision is that:

- CYTO will give all young people who come to CYTO the opportunity to experience creating a theatrical production and the chance to explore the related performing arts
 - CYTO will enable all young people to work in partnership with theatre professionals
 - CYTO will create high-production-value theatre from a wide range of forms both extant and devised
 - CYTO will offer long-term opportunities for personal development and enjoyment: e.g. self-esteem, resilience, confidence, self-expression, team-work, achievement and informal education
 - CYTO will aim to be diverse and inclusive in all its practices and activities
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Further Information

CYTO provides an accessible working environment and is committed to ensuring that all members of the team can access appropriate professional development opportunities.

The post is offered as a fixed-term 14 month contract.

Please submit your CV and cover letter stating why you are suitable for this role outlining your relevant experience against the Job Description and Person Specification criteria.

The Closing Date for applications is Monday 8th May 2017 at 5pm. All applications must be submitted by Email to admin@cyto.org.uk with PROJECT DIRECTOR as the subject.

CYTO is an equal opportunities employer and welcomes applications from all sections of the community.

Job Description: PROJECT DIRECTOR

Main Responsibility: This role has 4 functions:

1. To oversee and lead on the execution of a theatrical heritage project, incorporating outreach workshops, a professional writer, local intergenerational and archive research sessions and internal workshops leading to the presentation of theatrical works celebrating the theatrical heritage of Croydon, including the recruitment and management of a facilitation team.
2. To manage the project budget in order to meet CYTO's commitments to members and funders
3. To manage internal and external communications and marketing relating to the project
4. To develop good working relationships with external partners including Croydon Archives, Croydon Council, and local schools.

Responsible to: The Project Director is responsible to the Management Committee Chair

Hours of Work: 8 hours per week during term time which is 39 weeks per year (equivalent of 1 day per week – flexible days and times to be mutually agreed) No overtime payable but time off in lieu will be granted.

Salary: £110 per day equaling £4,290 per annum

Holiday: 20 days a year pro rata plus pro rata bank holidays

Overview

The role will be the main point of contact for CYTO's theatrical heritage project. This role will provide management and oversight for a small team of facilitators, external partners and internal stakeholders, to ensure that the project runs to schedule and to budget. There is a team of volunteers that support the operation of the organisation and it is envisaged that further Interns and volunteers will support this role where appropriate. The Project Director will be line-managed by the Management Committee Chair, however specific support will be given by the appropriately skilled Management Committee member where necessary.

Primary Objectives:

- To recruit and manage a team of facilitators (including Tangled Feet) and volunteers to continue delivering the project
- To develop partnerships with the outreach hubs delivery team, local schools, council departments and external partners such as Croydon Archives and Croydon Music and Arts Service.
- To ensure that the agreed project is delivered as effectively and efficiently as possible within agreed budgets.
- To create and manage the distribution of internal and external communications and marketing materials relating to the project.
- To communicate and work with the Development Manager and all members of the Management Committee, volunteers and freelancers
- To ensure CYTO's policies and values are implemented
- To promote and favourably represent CYTO

Main Responsibilities

Main responsibilities include, but are not limited to:

Administrative / Operational

- Develop, oversee and manage data collection in consultation with the relevant Management Committee member to ensure monitoring meets funders' reporting requirements
- Ensure evaluation tools are prepared and readily available to team members
- Collate evaluation tools, and provide support to the Development Manager in the preparation of grant reports.
- Develop a good understanding of the desired project outcomes and targets in order to capture feedback, comments, or images of the project which will assist in final reporting i.e. capturing the story of the project outside of numerical outcomes.
- Manage the project diary and communication system to keep the team and the Management Committee apprised of progress.
- Ensure CYTO's database is kept up to date with partners, members, and events relating to the project
- Ensure attendance forms are completed for each session and entered into the database.

Research

- Use a broad range of research tools, including published and online sources of information to identify areas of research for participants relating to Croydon's theatrical heritage.
- Conduct research into existing and potential partners as well as events at which the project can be presented, marketed, or findings and productions shown.

Partnership Working

- Work closely with Eastside Educational Trust, CYTO's outreach partner, to monitor and evaluate the outreach hub work
 - Develop good working relationships with local schools and youth centres, in order to provide venues for the touring element of the project.
 - Provide regular, detailed reports on the progress of the project to the Management Committee
 - Assist in the provision of pastoral care to participants as required.
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Finance

- To ensure that the project runs to budget and that all required paperwork is available for funders' review
- To follow CYTO's financial policies and procedures, including the allocation of Purchase Orders, to ensure that all invoices and receipts are dealt with in a timely manner
- To assist the Development Manager in the preparation of reports requested by the project's funders
- To manage project petty cash

Management Committee/Legal/Human Resources

In collaboration with the Management Committee Chair:

- Draw up job descriptions and person specifications for project facilitators and volunteers
- Lead on the recruitment of facilitators and volunteers
- Ensure contracts for all freelancers and volunteers are issued and are in line with funding budgets
- Maintain project communication system to ensure facilitators and volunteers are up to date with all project plans
- Put in place, manage and maintain HR records as required for members of the project team

Marketing

In collaboration with the Management Committee Chair

- Administer the delivery of all print and on-line marketing communications relating to the project
 - Liaise with the relevant Management Committee members to ensure that marketing communications are in line with CYTO's marketing strategy
 - Develop and sustain supportive relationships with existing and new audience members, parents and guardians, donors, funders, stakeholders and other partners
 - Be responsible for the regular upkeep and updating of CYTO's website and all associated social media relating to the project
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Person specification PROJECT DIRECTOR, CROYDON YOUTH THEATRE

E= Essential D= Desirable Skills & Abilities

- Excellent written and verbal communication skills (E)
- Ability to plan and prioritise a demanding workload and meet deadlines (E)
- Excellent organisational skills and strong attention to detail (E)
- An inquisitive mind with strong research skills (E)
- Strong interpersonal skills, able to relate effectively and appropriately to a wide range of people. (E)

Knowledge & Experience

- Educated to degree level or equivalent (D)
- Previous managerial experience of working within a youth arts organisation and /or the voluntary sector (D)
- Previous experience of managing a team (E)
- Previous experience of working with funders (D)
- Previous experience of financial record keeping (E)
- Previous experience of working with relational databases (E)

Personal attributes

- Ability to think proactively, creatively, innovatively and resourcefully
- Ability to deal with a variety of ongoing activities in a calm, organised yet flexible manner
- Aptitude to self-manage and prioritise tasks
- Friendly manner and comfortable being part of a wider team
- An empathy with the Croydon Youth Theatre Organisation's mission and its activities

Other Information

Job activities may vary and evolve over time to meet business needs. Some evening and weekend work may be required e.g. for events.

An enhanced DBS check is required for this post.

We would ideally like the successful candidate to start as soon as possible.

Registered Charity in England and Wales 1077861
