

JOB DESCRIPTION

Job Title:	Outreach Manager
Salary:	£30,000 to £32,500 depending on experience
Contract:	Permanent
Hours:	35 hours per week (excluding a one-hour lunch break). The role requires weekend working
Reports to:	Director of Engagement
Line Management of:	Outreach Officer & Independent Advocate

KEY RELATIONSHIPS

- Head of Learning and Participation
- Administration Manager
- Events and Business Development Manager
- Finance Manager

KEY RESPONSIBILITIES

- Work with the Director of Engagement, Head of Learning and Participation and other relevant colleagues to develop a year-round programme of high-quality, creative outreach opportunities (including for communities yet to engage with us; those underrepresented within our current cohort and/or experiencing disproportionate disadvantage or barriers to opportunity)
- Deliver an outreach and audience development programme for schools, colleges, youth partners, community groups and other relevant organisations, combining face-to-face activity and digital delivery to grow our reach and impact in line with our Business Plan
- Manage projects, activities and events to meet agreed KPIs (including to increase participation from hundreds to several thousand or more annually)
- Ensure effective data capture, monitoring and evaluation of all outreach and audience development activities
- Create a network of contacts and forge relationships/partnerships with a growing number of schools, community groups and youth partners in London and beyond
- Manage freelance artists, practitioners, arts education and youth providers to develop and deliver projects with and for young people ensuring delivery is consistent with our objectives, KPIs and policies
- Establish and maintain excellent working relationships with colleagues on all aspects of outreach and audience development planning, delivery, communication and evaluation ensuring that outreach is relevant to, coordinated with, and integrated into planning and delivery schedules

- Working closely with the Director of Engagement and Finance Manager, monitor and manage the outreach and audience development programme budget and finances

General

- Contribute to an open, creative and collaborative team culture
- Support Wac Arts fundraising, marketing and communications strategies by providing information and data with colleagues on request and preserving confidentiality at all times (including for Delivery Team, SLT, Board, funders)
- Comply with Wac Arts' Equal Opportunities, Safeguarding, Health & Safety, Data Protection and other policies at all times
- Act as Deputy Designated Safeguarding Lead (rota in place and training will be provided)
- Undertake any other duties which may reasonably be required for the role

PERSON SPECIFICATION

Candidates must have a clear understanding of, and commitment to, the aims of the Charity and inclusive practice.

Demonstrable knowledge and experience

A minimum of 3 years' experience:

- Managing and delivering creative, in-person and digital events and activities for children and young people in the arts, education or a related sector
- Coordinating and delivering learning programmes in creative, performing arts and/or youth settings working with schools, community groups, local authorities and related organisations responding to and driving demand
- Working with and managing sector professionals, practitioners, volunteers and other relevant networks in the arts, youth and education sectors
- Reaching and engaging young people and communities that face the greatest barriers to participation in the arts
- Managing projects and budgets
- Collecting data and evaluating projects
- Putting safeguarding policy into practice for children, young people and vulnerable adults (including undertaking risk assessments)

Essential skills and attributes

- Exceptional communication, problem-solving and organisational skills
- Can do attitude with a naturally collaborative approach to working
- Able to deliver to deadline and manage competing priorities

- Able to nurture positive relationships with people from all backgrounds and at all levels within and beyond the organisation
- Able to work well under pressure, be flexible and adapt to change
- Interest and willingness in continuing professional development
- Self-motivated, creative, emotionally intelligent
- Familiarity and ease with industry-standard software (e.g. Office 365)

Desirable experience and attributes

- Established relationships and contacts with relevant arts, youth and education settings in London and the regions
- Knowledge of design and delivery of participatory activities for neurodiverse young people and those with additional and/or complex needs
- Experience of CRM technologies (ideally Salesforce)
- Knowledge and understanding of the performing arts and/or creative activities in the context of national and local education and cultural policies
- In-depth understanding of disadvantage, poverty and structural inequalities impacting children and young people in the UK

DBS Status

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.

Equality, diversity and inclusion

As an Equal Opportunities employer, we do not tolerate discrimination in any form. We are committed to, and champions of, equal treatment for all current and prospective employees. We particularly welcome applications from qualified individuals who reflect the diversity of our capital and the communities we serve.

TO APPLY

Please submit your **CV and covering letter (no more than one A4 page)** outlining your interest in the role and demonstrating clearly how your skills and experience meet the job description and person specification.

Please also complete our **equality and diversity monitoring form**:

https://forms.office.com/Pages/ResponsePage.aspx?id=r4FA6Lg2EkiPRe0PmHr95NGhqv_HnnRMiN7rtb8EmXpUNEVXVTJRWIVDSzBPWIZDVkg0S1BNSDU1RC4u

Please submit the above documents by email to admin@wacarts.co.uk FAO Dawn Rotheram, Director of Engagement – **by 9am on 14th January** – referencing “Outreach Manager” in the subject line.

First and second-stage interviews will take place in the w/c 17 and 24th January, respectively.

We will review submissions on an ongoing basis and encourage prompt applications.

For further details please visit <https://www.wacarts.co.uk/vacancies>