



CITY VARIETIES
MUSIC HALL · LEEDS

The
GRAND
Theatre & Opera House Leeds



Learning and Engagement Officer (16hrs)

The role of the Learning and Engagement team at Leeds Heritage Theatres (LHT)

Leeds Heritage Theatres is committed to increasing access to, and engagement with, the arts, through our much-loved historic buildings. As part of this, the theatre-based Learning and Engagement Programme widens participation and engagement; develops confidence, aspirations, and skills; and inspires a love of the arts offering both transferable skills and a pathway into the industry. We aim for inclusivity and accessibility at the heart of everything we do.

Overseen by the Head of Learning and led by the Learning and Engagement Management team, our aims are delivered through training and performance opportunities, including Leeds Grand Youth Theatre and Leeds Actors in Training, curriculum-linked workshops, and creative careers projects. A parallel cinema-focused activity programme is overseen by the Head of Cinema with a focus on delivering its National Lottery Heritage Fund supported Activity Plan.

Purpose of Job

As one of a small team of Learning and Engagement Officers, this role will contribute to the delivery and development of our growing creative education programme, with support from the Learning and Engagement Management team. Using our historic theatres, the role will maximise the potential of our venues to provide exceptional and inspiring learning experiences for children and young people.

The role will build and maintain relationships with schools, colleges, universities, community groups and other city-wide partners, developing opportunities for young people to explore their creativity, develop skills, learn more about the creative industries and have fun.

Working alongside our Front of House, Technical, and Communication Teams and creative freelancers, the role will develop and deliver consistently high-quality learning experiences, both at our venues and in community and education settings.

The role will be a passionate champion for young people and be adept at creating safe and accessible environments in which they can thrive.

Principal Accountabilities

To support the Learning and Engagement Management team in developing and maintaining partnerships with education settings, community groups and partner venues/organisations, to deliver our programme of activity in line with Leeds Heritage Theatre's charitable aims.

- Collaborate on an inclusive and creative programme of delivery that broadens participation, supports ongoing engagement, and provides meaningful and positive experiences, including in-person workshops, digital engagements, and online resources.
- Provide pastoral care for a diverse range of participants and be a named Designated Safeguarding Lead (DSL) for the Company (alongside DSL team), undertaking responsibilities

associated with this role, as detailed in the Charity's Safeguarding Policy and on the Leeds Children Partnership Board website.

Nature and Scope of Role

The Learning and Engagement Officer will:

Delivery

- Use our three historic arts venues as inspirational learning resources to deliver our current programme of workshops, tours, and projects with young people from schools, colleges, universities, and other education settings.
- Devise and deliver new curriculum-linked activities for a diverse range of young people to support our expanding programme, including digital and online resources
- In collaboration with the wider team, develop, deliver, and evaluate a programme of extension activities to widen participation, including drama clubs in schools and holiday activities.
- Keep up to date with the changing needs of schools and adapt practice accordingly, working alongside specialist freelancers where applicable.

Activity Co-ordination

- In collaboration with the wider team, plan, deliver and evaluate activity, seeking opportunities to develop our programme further and broaden our reach.
- Support social media campaigns, marketing materials and website promotion of activities and performances, in collaboration with the Communications Team, Learning & Engagement Administrator and design agencies.
- Support on funding applications and evaluation, capture monitoring information to feed into reports.
- Work with the Learning and Engagement Management team to agree budgets for specific projects and keep accurate records of spend. Process invoices in line with Company financial regulations.
- Prepare risk assessments for specific activities/performances, ensuring that all safeguarding and H&S good practice is complied with and implement Personal Emergency Evacuation Plans (PEEPs) and well-being action plans for participants where needed.

Relationship Management

- Maintain and grow excellent relationships with local schools and colleges, other arts organisations and community groups.
- Contribute to the smooth running of the department by maintaining excellent relationships with wider Company departments, effective communication within the team and maintaining accurate records.
- Be a champion of the Learning and Engagement Programme; identify and create opportunities for our work to be celebrated and seen, effectively communicating our vision, successes, and plans, in collaboration with the Communications Team.
- Work with the wider Learning and Engagement team to establish connections within Leeds and the surrounding district, explore ways to address barriers to participation and open our opportunities more widely.
- Proactively collaborate with other Learning and Engagement Officers and counterparts in team at Hyde Park Picture House.

OTHER INFO

You will be subject to an enhanced DBS check and will be required to apply for a chaperone license and complete the Working Together to Safeguard Children and Young People Level 2 training and First Aid at Work.

About You

A people-person with a pro-active and forward-thinking attitude; an advocate for young people and passionate about addressing barriers to creative participation.

Flexible in your approach, you can bring subjects to life in a way that is relevant and engaging. You are confident at delivering creative workshops, developed through experience in a range of settings; you enjoy the challenge of working in new ways and with new participants.

With knowledge of school and education priorities, you understand how engagement with the arts and culture can support young people to thrive, whilst in education and beyond. You have knowledge of the creative and cultural industries with an awareness of local networks and are adept at fostering excellent partnerships with schools, colleges and other external organisations.

Highly organised, you are confident at making informed decisions whilst communicating effectively with the team, contributing to the growth and success of the Learning and Engagement Programme.

Essential attributes

- Demonstrable experience in devising and delivering educational activities in an arts or heritage setting.
- A flexible approach with the ability to adapt delivery styles to engage and inspire a diverse range of children and young people.
- A passion for supporting and inspiring young people to develop creative skills, making the arts inclusive and accessible.
- Excellent administrative and organisational skills demonstrating accuracy and attention to detail and an ability to prioritise workloads.
- Understanding of Safeguarding best practice and how this is implemented in an arts setting.
- An understanding of current school priorities, and the changing trends in educational delivery.
- Ability to take initiative and make informed decisions and work collaboratively as part of a team.

Desirable attributes

- Experience working with groups who would usually face barriers to engaging with the arts and culture such as refugees and asylum-seekers, young people with SEND and those from the global majority.
 - Track record of evaluating activities and using feedback to inform future work.
 - Experience in contributing to local, regional and national networks relating to arts education.
 - Experience in creating marketing resources to effectively promote activity, including social media campaigns, newsletters and blogs.
 - Experience in writing funding bids or working on funded projects.
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Contract type: Permanent, 16hrs a week

Responsible to: Learning and Engagement Manager

Responsible for: Volunteers and placement students, on occasion

Salary: £26,334.75, pro rata

Holiday Entitlement: 20 days plus bank holidays, pro rata

Benefits

Generous average salary pension scheme

Regular staff offers and discounts for our venues and local businesses

Free to use Employee Assistance Programme that supports your health and wellbeing

Personnel investment and training

Flexible working

Probation Period: Six months

Notice Period: One month, on completion of probation

Hours: 16 Hours a week. Days/Hours to be agreed on offer of employment. We encourage flexible working, including home working where suitable, and are happy to consider different options for the successful candidate to split their working hours over 2 or 3 days.

Some occasional evening and weekend work may be required. Notice will be given, and time can be taken back in lieu.