

# Community Engagement Manager



As a 'people's theatre', CPT believes people deserve equal access to arts and culture. Collaborating with a range of partners, we provide free-to-access cultural opportunities, targeted to marginalised groups, and which offer agency and a co-design role to local people themselves. Our Community Engagement Manager will lead our community engagement strategy, building on our local networks and partnerships and embedding inclusivity across all of CPT's programme.

**Responsible to:** Artistic Director (AD)  
**Key Relationships:** Development Manager (DM), Marketing Manager (MM)  
Deputy General Manager (DGM)  
**Responsible for:** Student placements

## Job description

### General

- Develop and implement CPT's community engagement strategy, ensuring all activity is produced with a principle of co-design and through a community asset-based approach that acknowledges existing skills and resources
- Connect the Camden community to CPT and ensure we are well placed to serve our target demographics in line with our mission and values
- Proactively seek to identify barriers to local communities engaging with CPT and adapt CPT's offer to address them
- Support the Development Manager (DM) to secure funds for projects including prospect research, attending meetings, regular evaluation and reporting
- Manage Outreach budgets, with all expenditure tracked accurately and consistently.
- Work with the Marketing Manager (MM) to increase the profile of CPT's community programme and our impact
- Work with the Deputy General Manager (DGM) to capitalise on CPT's newly transformed spaces and create community offers that make efficient use of the building and staffing around programming commitments
- Work with the Artistic Director to build collaborations and connections across the artistic programme and engagement programme
- Comply with GDPR regulations regarding protecting personal data
- Manage student placements supporting community engagement at CPT
- Attend regular performances as agreed across the core team

### Outreach

- Oversee, support and develop our Community Steering Group, enabling them to feedback and input into programming, recruitment and design of activity, including the allocation of a community commissioning fund
- Devise and deliver an annual community-led cultural engagement programme, co-created with participants to engage local residents with high quality arts activity both in-person and digitally e.g. community café, participatory workshops, ticket offers, outdoor events, CPT Digital
- Lead on the delivery of Camden Youth Theatre in partnership with New Diorama Theatre
- Manage existing and cultivate new partnerships with local organisations, schools and community groups to enhance our reach and seek opportunities for collaboration

- Build relationships across Camden, participating in working groups and attending meetings to understand concerns and issues faced by our communities

### **Artist Development**

- Enable CPT artists to explore the possibilities that come with embedding community engagement within their practice, supporting with wrap-around activity and up-skilling opportunities
- Enable CPT artists to embed inclusivity into programmed work, allocating budget to access features and offering advice around audience development  
Work with the Artistic Director to deliver engagement elements of in-house productions (every 18 months)

*This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required. All CPT staff are expected to work collaboratively to undertake any other reasonable tasks for the benefit of the company.*

### **Essential skills, qualities and experience**

- An understanding and appreciation of CPT's work
- Experience of and enthusiasm for theatre and the arts
- Excellent communication and people skills
- Demonstrable experience of planning and delivering engagement projects
- Experience of monitoring and evaluating impact
- The capacity to work quickly under pressure and adapt to changing circumstances
- The ability to self-motivate and prioritise within a complex workload
- A proactive attitude to promoting diversity and inclusion across the sector
- A good understanding of safeguarding
- A demonstrable understanding of community led, co-created activities

### **Desirable skills and experience**

- Experience of working with young people
- Experience of working with people currently under-served or less likely to engage
- Experience of working on community-led projects
- DBS Checked
- Safeguarding qualification/training
- Familiarity with Camden

### **The Offer:**

**Salary Band:** £24,000 – £27,000/year pro rata (dependent on experience)

**Hours:** 3 days/week (0.6)

**Term:** 12 months fixed term with an ambition to extend

Regular hours at CPT are 10am-6pm, with most team members working onsite on Mondays to enable regular team communication. CPT supports flexible working and the hours for this post will be agreed with the candidate at contract stage.

Evening and weekend work will sometimes be required.  
CPT operates a Time Off In Lieu (TOIL) system

Camden People's Theatre, June 2022

**Location:** Camden People's Theatre, 58-60 Hampstead Road, London, NW1 2PY.

**Annual Leave:** 25 days/year pro rata excluding public holidays