

Role Profile	
Job Title	Newstart Activities and Theatre Programme Lead

Salary range	Point 42 (dependent on experience and qualifications)
Contract	Perm, 52 weeks
Main location	Portland College
Hours and basis	37.5 hours per week including evenings and weekends
Reports to	Senior Marketing & Fundraising Manager
Date of issue	May 2024

Why Portland College needs this role

Portland Charity operates an Ofsted Outstanding national college and registered care home for people with a wide range of disabilities and associated learning difficulties.

We are looking for an experienced and passionate candidate to develop and coordinate a diverse range of inclusive events and activities in our newly refurbished Newstart Hall on campus and at partner venues for Portland beneficiaries and our wider communities. The focus of these activities will be participation and fun, encouraging healthy and active lifestyles and ensuring all people with disabilities have the opportunity to access arts, sports and enrichment activities.

At the heart of our Strategic Plan are our three core themes of Health and Well-being, Independence and Employability. The successful candidate will be instrumental in delivering an inclusive and innovative programme that supports all three themes and raises the profile of our inclusive provision.

Arts focused activities will include internal productions and delivery of regular and varied enrichment sessions, developing partnerships with new theatre users from the community including existing partners such as Inspire Youth Arts and Able Orchestra and coordinating external productions and events.

Sports and well-being focused activities will include a regular and varied programme of inclusive sports, competitions and activities, developing existing and new partnerships with key sports and well-being organisations.

This role will also lead on widening community engagement and participation, ensuring more people can benefit from our inclusive programme and generating commercial income through venue hire and ticket sales.

What you will be doing

The Newstart Activities and Theatre Programme Lead will have responsibility for the operational management of the Newstart Hall, including but not limited to:

Programming

- Participating in the Steering Group to deliver the Newstart Arts and Sports strategies meeting key performance indicators.
- Leading the planning and coordinating delivery for all inclusive programmes and events, ensuring that each strand is: Informed by research and best practice; shaped by the needs and preferences of our college community, involving direct consultation; scheduled within a deliverable and efficient timeframe; making the best use of funds within budget; contracted, risk-assessed, adequately staffed, effectively communicated and signed off by key internal departments.
- Taking responsibility for coordinating every booking, including equipment set up/take-down, induction, code of conduct and support needs from other departments.
- Ensuring high use of Newstart from the Portland community, partners and wider communities.
- Developing a network of key partners to contribute to an innovative and inclusive programme.
- Meeting planned targets of internal and external users and commercial income.
- Ensuring all equipment and facilities are kept safe and maintained and providing training to users.
- Maintaining customer service standards and implementing a thorough booking process.
- Attending training courses to keep qualifications up to date.

People

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- Contract and line-manage freelance arts and sports practitioners ensuring DBS checks and references are taken in line with Portland policies.
- Supervise college staff, freelancers, chaperones and volunteers as appropriate.
- Work in partnership with relevant departments to support promotion, finance, logistics and delivery of events and activities.
- Ensure our Safeguarding policy is implemented and adhered to at all times.

Health and Safety

- Ensuring compliance with safety regulations, delivering a safe working environment without risk to health and welfare at work.
- Ensuring all Health and Safety policies, procedures, rules and regulations are adhered to and effectively communicated.
- Keeping risk assessments up to date and recording and reporting of accidents and near misses.
- Buying, maintaining and checking the safety of facilities and equipment.
- Safeguarding and promoting the welfare of children and adults.

Administration

- Overseeing and handling booking enquiries.
- Managing a departmental budget and undertaking financial administration.
- Liaising with Portland managers, partners and customers.
- Dealing with queries, complaints, accidents and emergencies.
- Co-producing marketing materials with Marketing and funding bids with the Fundraising Team.
- Demonstrating good customer service skills.
- Producing regular financial and impact reports.
- Ensuring all data is managed in line with General Data Protection Regulations.

General Responsibilities

- Be proactive in keeping up to date with developments.
- Maintain and improve personal competence through continuous professional development.
- Abide by all organisational policies, code of conduct and practice.
- Support diversity and equality of opportunity in the workplace.
- Undertake any additional tasks as may reasonably be required from time to time.
- Work and attend evening and weekend events and meetings as related to the duties of the post.
- Travel to and attend appropriate meetings / conferences in the United Kingdom, which may occasionally involve an overnight stay, as required and agreed.
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.

Key results we want to see from this role

- Comprehensive and innovative programme of engaging and inclusive activities delivered on a regular basis for Portland beneficiaries and our wider communities.
- External performances delivered by and for disabled people.
- Work experience and volunteering opportunities available at performances and events.
- Deadlines to be met.
- Safe and effective operation of the facility and any other aligned activities and events.
- Continual growth and development of the overall offer, including footfall and widening community participation
- Positive feedback from participants, partners and commercial hirers
- Positioning Portland as a provider of choice for sports and arts programmes.
- Successful coordination and delivery of regional sporting competitions and two annual Portland performances

Dimensions of the role

- Responsible for the smooth and safe running of the Newstart Hall

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- Responsible for developing a sport, arts and well-being offer spanning education and community.
- Responsible for the coordination of all related activities and events
- Commercial sales of venue space when not in use for Portland activities.

Key work relationships

- Work closely with Assistant Principal Development, Marketing Team, Woodland Adventure Zone, Further Education, Care Managers, Performing Arts and Sports departments.
- Work closely with learners and citizens to deliver a programme to meet their needs/aspirations.
- Develop new and beneficial partnerships with external stakeholders

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.