*The Royal Court is the writers’ theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

**Applications are invited for the post of:** **Head of Participation**

## Responsible to: Artistic Director

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK’s leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court’s home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, online projects and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers’ attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre.

Work for and with young people is called Young Court, and work offsite around London and with communities and civic partners is called Beyond the Court. Between 2015 and 2018 we have delivered three year strategies which include, for Young Court, a Youth Board, Young Script Panel, Young Agitators, primary and secondary schools touring, teachers’ forums, a youth theatre and Open Court take-overs. For Beyond the Court we have been resident in Tottenham and Pimlico for 3 years, working with artists, schools, civic partners, charities and councils to develop a body of work performed by local artists in unusual spaces.

**Main Purpose**

The Head of Participation is a new senior strategic and artistic role responsible for the future visionary strategy, delivery, advocacy and management of Young Court and Beyond the Court - all of the Royal Court’s work with young people and communities across London and the UK.

This is a key position within the Artistic team at the Royal Court, combining strategic leadership, initiative, fundraising and external and internal advocacy alongside management of permanent and contractual staff and ensuring that the highest standards of artistic excellence are matched with best practice in our engagement with young people and diverse communities.

The Head of Participation will work closely with the Young Court Manager to create and lead a unique programme of work for young people. The Head of Participation will also lead and develop a new programme of work with diverse communities, participants and civic partners. Both strands of work will support the core vision of this writer-led theatre, and its expansive rigorous practice around writer and talent development.

**Key Responsibilities**

**Strategy and leadership**

* Creating a new vision and strategy for the future of Young Court and Beyond the Court.
* Engaging key stakeholders in the overall strategy for all participation work at the Royal Court.
* Working alongside the Young Court Manager to create innovative projects for young people and develop existing relationships
* Providing inspirational leadership and advocacy internally and externally for the Royal Court’s work with young people, writers and participants through Young Court and Beyond the Court.
* Keeping up-to-date with changes in local, national and international thinking on participation and the arts to ensure that the strategy is in line with key local and national priorities. This should include liaison with funders and peers in other civic, arts and education organisations; attendance at conferences and other projects elsewhere and relevant reading.
* Ensure that the work has writers and writing at its heart and sits closely with the Royal Court’s unique mission and practice for developing writers.

**Stakeholder management**

* Develop and maintain strong and productive relationships with core funders and supporters.
* Work with the Young Court Manager to maintain and further develop strong and productive relationships with schools, colleges, other agencies and professionals
* Develop and maintain complete best practice and quality protocols in strong and productive relationships with young people and participants
* Develop and maintain strong and productive relationships across the Artistic team and with all core staff
* Develop and build on existing relationships with civic partners, other charities and local authorities.

**Fundraising**

* Working closely with the Head of Development and other relevant staff to secure funding for the Young Court and Beyond the Court work through public sector commissioning and grants; trusts & foundations, local businesses; major corporates and philanthropic individuals.
* Writing outstanding and effective funding proposals and providing narrative and budget reports for funders as required.
* Attending meetings, cultivation and fundraising events to advocate for the Young Court and Beyond the Court work and speaking about the participation projects when required

**Finance**

* Working with the Artistic Director and Finance Director to set annual budgets for Young Court and Beyond the Court work and ensure all projects are delivered within allocated resources.
* Manage core and project budgets relating to all participation work, monitoring and approving all departmental expenditure and ensuring that projects are achievable within budgeted costs.

**Project Management**

* Overseeing and working closely with Young Court Manager on the planning and delivery of all projects within Young Court
* Leading on the planning and delivery of all projects within Beyond the Court
* Ensuring all projects are appropriately resourced, staffed, risk assessed, recruited for and managed and meet the highest quality standards.
* Collaborating with other departments in the planning and delivery of the work to ensure it is central to the core programme and, in particular, working closely with the Producing and Marketing teams on schools touring and other participation projects which include public performances.
* Ensuring young people, participants and partners are consulted in the planning and delivery of projects and productions.

**Staff management**

* Line Management and mentoring of Young Court Manager, supporting her ongoing professional development.
* Overseeing and supporting the Young Court Manager in the management, training and appraisal of all members of the core teams for Young Court and Beyond the Court.
* Supporting the Young Court Manager and the core team on the recruitment of the highest quality freelance artists and practitioners for projects and ensuring all freelance personnel are fully inducted and welcomed into the company.

**Evaluation**

* Overseeing meaningful quantitative and qualitative evaluation of all projects and participants, working closely with the Young Court Manager to evaluate all projects and ensure that learning is disseminated within the organisation and reported externally to funders and key stakeholders as appropriate.
* Manage and oversee the effective delivery of Arts Award and ensure other appropriate qualifications are integrated into all projects as appropriate.
* Provide regular monitoring and evaluation reports for the General Manager and Producer to feed into ACE reporting and policy reviews.

**Policies and procedures**

* Reviewing and developing the Royal Court’s safeguarding policy in conjunction with the Young Court Manager and General Manager and overseeing the implementation of this policy across all work with young people and participants.
* Responsibility for ensuring all partners and departmental staff and freelancers are inducted into the company’s policies including safeguarding, health and safety, diversity and representation and sustainability.
* Upholding all Royal Court policies in all areas of participation work.

**General duties**

* Regularly attend Royal Court productions and events including previews and press nights
* Attending regular planning meetings with the Artistic Director, Artistic Team, and Senior Management Team
* Attending and contributing to fortnightly Heads of Department meetings and other staff and company meetings when required.
* Representing the Royal Court at internal and external meetings, as required.
* Keeping up to date with developments in contemporary theatre and arts education / participation practice.
* Undertake any other duties as agreed with the Artistic Director as is appropriate to the post.

**Personal Specification**

**Essential skills**

* Proven experience leading and delivering projects with young people, communities and participants and a demonstrable commitment to participation within the arts
* Ability to create and lead inspirational workshops and programmes
* Good understanding of issues affecting primary and secondary state education
* Passion for new writing and working with writers
* Previous experience of project based fundraising and budget management
* Team leading and excellent management skills
* Confident in working with people of differing ages, abilities and experience
* Knowledge of theatre in its many forms and understanding of theatre history
* Negotiating and scheduling
* Commitment to and sophisticated understanding of diversity
* Accomplished written and verbal skills with high attention to detail.

**Personal qualities**

* A confident, creative self-starter
* Flexible, inventive and risk-taking approach
* Commitment to writer-led approach
* Tenacity and generosity
* Strong leader with the ability to work collaboratively

**Please note that the position will be offered subject to a satisfactory Enhanced DBS (Disclosure and Barring Service) disclosure.**

**TERMS & CONDITIONS:**

Title of post: Head of Participation

Hours: Standard 40 hours, with regular evening and weekend work.

Contract: Permanent

Salary: £40k per annum.

Holiday entitlement: 20 days per year, plus 8 days for statutory holidays.

Increasing to 25 days per year after 2 years’ service.

Pension: The Royal Court operates a contributory company pension scheme for all permanent employees. The company contribution is capped at 5% of basic salary. The employee is free to contribute at any level.

We also operate an alternative workplace pension scheme.

Details of both schemes will be available at point of contract.

**Other Benefits:**

* Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
* Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes, childcare voucher scheme
* Discount on meals and drinks in the Royal Courts bar and Kitchen.
* Discount on all purchases in the theatre’s Bookshop, subject to discount policy.

**Application Procedures:**

Please note that only applications submitted on the Royal Court’s standard Application Form can be considered, CVs are not accepted. Application Forms can be downloaded from:

<https://royalcourttheatre.com/about/jobs/>

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London SW1 8AS

**Closing date for applications: 6pm Friday 6 October 2017**

**Initial interviews to be held: Thursday 12 October 2017 (tbc)**

*The ESC is an equal opportunities employer. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, disability, ethnic or national origins, class, marital status, civil status, sexual orientation, gender re-assignment, age, or religious belief. Applications from Deaf and disabled people are welcome.*

*The English Stage Company (no. 231242) is a publicly funded registered charity.*