**EDUCATION OFFICER**

Duration: **Fixed Term\*** | Location: **Belfast, Northern Ireland**

Hours of Work: **40 hours per week - Full Time Position** (Some Evenings & Weekends)

Salary: **£28-30,000 PA** | Notice Period: **2 Months** | Probation Period: **6 Months**

\* Fixed term contract ending 30th September 2026 with potential for renewal subject to funding

**ABOUT US**

Bruiser Theatre Company is one of Northern Ireland’s foremost independent theatre companies. We exist to excite, engage, and inspire both artists and audiences through our unique brand of physical theatre.

We create:

* International-quality productions, delivered by and for the people of NI;
* Essential professional development and educational opportunities for the young people of NI;
* An environment where our artists can fulfil their full creative potential.

Bruiser’s Aims and Objectives:

* Create powerful physical theatre experiences that enrich the lives of our audience and participants across NI, ROI and further afield;
* Promote the professional development and education of young people to enable them to fulfil their full creative potential;
* Co-create challenging and rewarding opportunities with and for our participants;
* Be embedded in the cultural life of Northern Ireland.

**JOB TITLE**

Education Officer

**REPORTS TO**

Development Manager, Artistic Director and Board of Trustees

**KEY RELATIONSHIPS**

Board of Trustees; Development Manager; Artistic Director; Development Officer; Facilitator in Residence; Project Beneficiaries; Project Funders.

**LOCATION**

Based in Belfast at the Bruiser Theatre Company office (83 University Street, Belfast BT7 1HP) with some off-site activity and remote working based on the needs of the organisation, delivery of the Vital Connect programme and other educational activities.

**PURPOSE OF THE POSITION**

Bruiser Theatre Company is seeking an experienced individual familiar with co-designing, devising and delivering an ambitious education and community engagement programme. We have a long-standing commitment to education and community engagement, and this position will further Bruiser’s aim to inspire the next generation of artists and engaged audience members.

The Education Officer will be responsible for the coordination of our arts education projects, with the main focus being the delivery of Vital Connect. Vital Connect is a multi-annual project (we are currently starting year 2) supported by the Paul Hamlyn Foundation.

There are five strands to Vital Connect, as outlined below:

The Bruiser Digital Grid

The Bruiser Digital Grid is a database of e-learning resources to support the teaching and study of Drama. The Education Officer will work with the Bruiser team to improve existing resources and develop new digital support services.

Performance

This will involve the coordination of practical drama workshops on a range of topics, all tailored to the national curriculum and delivered in Bruiser’s unique style of physical theatre. Sessions will be primarily for KS3, GCSE and A-level (or equivalent).

Devising

This will involve working with the Facilitator in Residence to support teachers and students from schools in the creation of devised theatre pieces throughout the academic year. The Education Officer will research and develop tailored support according to the needs of key stakeholders at KS3, GCSE and A-level (or equivalent).

Development

The Education Officer will oversee and work with the Facilitator in Residence to deliver high-quality continued professional development and teacher training on a range of topics, such as: Physical Theatre; Devising Techniques; Key Practitioners and Technical Theatre. This will involve in-depth research and live/recorded presentation.

Live Theatre

The Education Officer will be involved in ‘Bruiser in a Box', our annual touring of professional theatre productions to schools and community groups. This will involve the development of educational resources based on Bruiser shows and Q&As/workshops.

**ROLES AND RESPONSIBILITIES**

The following is a non-exhaustive list of the roles and responsibilities of the Education Officer:

* Deliver the Vital Connect project (outlined above).
* Create and organise educational/participatory theatre activities and workshops.
* Schedule meetings with key stakeholders and team members.
* Coordinate, recruit, train and manage freelancers.
* Prepare and report necessary information to the appropriate members of the Bruiser team, including our Board of Trustees, relevant funders and project beneficiaries.
* Work collaboratively with the Bruiser team, support our ongoing commitment to ensuring young people fulfil their full potential by providing access to high quality arts provision.
* Responsible for fundraising for Education projects, in collaboration with the wider Bruiser team.
* Responsible for managing/maintaining the budget for Vital Connect and other education/community engagement projects, supervised by the Development Manager.
* Evaluate programmes/projects on an ongoing basis, and work closely with the external evaluator of Vital Connect to collect and collate necessary data as required.
* Design and manage the distribution of educational resources in collaboration with the wider Bruiser team.
* Plan and coordinate practical drama sessions/courses/programmes, working with Bruiser’s Artistic Director and Facilitator in Residence to ensure activity is in-line with the organisation’s artistic vision and delivered to a high standard. The primary responsibility of the role is to coordinate/manage workshop delivery, but some facilitation/delivery will be required on occasion.
* Ongoing mentoring and communication with teachers and other educational staff engaged with Vital Connect and Bruiser’s wider network of schools.

**PERSONAL SPECIFICATION**

**Qualifications**

Essential

A third level qualification in the arts/arts management with experience as outlined below,

***OR***Qualified by experience with at least five years’ relevant experience as outlined below.

Desirable

* Further relevant qualifications, such as short courses in project management, etc.
* Post-Graduate Certificate in Education

**Experience**

Essential

* Working in arts education/creative learning and community engagement
* Working with artists to develop innovative opportunities for educational engagement
* An understanding of arts education policy and the current Drama curriculum
* Sound knowledge of both the arts and education sectors
* Financial planning and budget management
* Experience in Drama workshop planning and facilitation

Desirable

* A track record of successful fundraising, fulfilling funding agreements and reporting
* Experience of strategic income generation
* Experience in effective project evaluation/monitoring
* Developing and delivering participatory creative learning projects
* Experience as a student of Drama
* Experience as a teacher of Drama

**SKILLS AND ATTRIBUTES**

* Knowledge, experience and a strong passion for theatre
* Excellent written and oral communication and presentation skills
* Organised and flexible approach to work
* Ability to work well individually and within a team to tight deadlines
* Ability to lead and manage freelance employees
* Ability to interact in an effective and professional manner with a wide variety of people, including board, donors, staff, volunteers, teachers and young people
* Excellent IT skills and experience in digital technologies
* Basic financial/budget management skills (Training can be provided)

**THE APPLICATION PROCESS**

Please return the completed document via email with ‘**Education Officer Job Application**’ in the subject line to [**info@bruisertheatrecompany.com**](mailto:info@bruisertheatrecompany.com) no later than **6pm** on **4th October 2024**.

**EDUCATION OFFICER - APPLICATION FORM**

| FORENAME(S) |  | |
| --- | --- | --- |
| SURNAME |  | |
| ADDRESS |  | |
|  | |
|  | |
| Post Code: | |
| ADDRESS FOR CORRESPONDENCE    (If different from above) |  | |
|  | |
|  | |
| Post Code: | |
| PHONE NUMBER |  | |
| MOBILE NUMBER |  | |
| EMAIL ADDRESS |  | |
| Do you hold a clean driving licence?    (Mark with X or delete as appropriate) | Yes | No |
| Do you have access to personal transport for work purposes?    (Mark with X or delete as appropriate) | Yes | No |

**INTERVIEW REQUIREMENTS**

As an equal opportunity employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in an interview situation. Please let us know below if you require reasonable adjustments or arrangements to enable you to attend for interview:

|  |
| --- |

**EMPLOYMENT BACKGROUND**

Detail your employment / self-employment (and unemployment), as applicable.

Please begin with your most recent employer:

| DATES  From - To | EMPLOYER’S NAME ADDRESS, TEL NO. | POST AND NATURE  OF WORK/DUTIES | SALARY AND REASON  FOR LEAVING |
| --- | --- | --- | --- |
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**EDUCATIONAL BACKGROUND**

Please provide details of your academic achievements:

| Date  Awarded | Subject / Title | Type of qualification i.e. GCSE /  A Level / NVQ / Degree / Professional Qualification etc. | Grade  / Result |
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**TIME NOT ACCOUNTED FOR**

Give brief details of any time not accounted for in the above education and employment sections.

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**PREVIOUS EXPERIENCE**

*The maximum word count for each section below is 600 words.*

Please outline your relevant previous experience in the arts and/or education sectors.

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| --- |

Please outline your relevant previous experience in project/budget management and fundraising.

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Please outline any further relevant experience you have that you believe makes you suitable to carry out the roles and responsibilities of this position.

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**CANDIDATE SUITABILITY**

*The maximum word count for each section below is 600 words.*

Please outline your interest in applying for the position of Education Officer.

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Please outline your interest in working with Bruiser Theatre Company.

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Please outline your relevant skills/attributes and explain how they make you suitable for this position.

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**REFERENCES**

Please provide two references to support your application.

References must not be a family relative of the applicant and must have given the applicant consent for us to contact them for shortlisting purposes.

Reference 1

Full Name:

Relationship to Applicant:

Address:

Phone Number:

Email Address:

Do we have consent to contact this person in relation to this job application? Yes / No

Reference 2

Full Name:

Relationship to Applicant:

Address:

Phone Number:

Email Address:

Do we have consent to contact this person in relation to this job application? Yes / No

**DECLARATION**

I confirm that I am of legal working age and that the information I have given is correct and accurate to the best of my knowledge and belief.

I undertake to inform Bruiser Theatre Company in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment.

I understand that if I am found to have suppressed any material fact or to have given information that is false or misleading, I will be liable to disqualification or, if appointed, to dismissal.

I agree to my current employer/previous employer(s) or other party being approached to verify my employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

**EQUAL OPPORTUNITIES MONITORING FORM**

This information will be used only for monitoring the effectiveness of Bruiser Theatre Company’s equal opportunities policy and to comply with obligations under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998. It will not play a part in the appointment process and will be treated in the strictest confidence.

**COMMUNITY BACKGROUND**

Please tick the appropriate box:

☐ I have a Protestant community background

☐ I have a Roman Catholic community background

☐ I have neither a Protestant nor a Roman Catholic community background

☐ Prefer not to say

**MARITAL STATUS**

Please tick the appropriate box:

☐ Single/Unmarried

☐ Married/Co-habiting/Civil Partnership Widowed

☐ Separated/Divorced

☐ Prefer not to say

**GENDER**

Please tick the appropriate box:

☐ Male     ☐ Female    ☐ Intersex   ☐ Non-binary   ☐ Prefer not to say

If you prefer to use your own gender identity, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the gender you identify with the same as your gender registered at birth?

☐ Yes        ☐ No       ☐ Prefer not to say

**AGE**

☐ 16-24       ☐ 25-29       ☐ 30-34         ☐ 35-39       ☐ 40-44       ☐ 45-49

☐ 50-54       ☐ 55-59       ☐ 60-64      ☐ 65+          ☐ Prefer not to say

**ETHNICITY**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

☐ Asian or Asian British/Irish/Northern Irish

☐ Black, African, Caribbean or Black British/Irish/Northern Irish

☐ Mixed or Multiple ethnic groups

☐ White

☐ Other

☐ Prefer not to say

If other, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISABILITY / HEALTH CONDITION**

Do you consider yourself to have a disability or health condition?

☐ Yes   ☐ No    ☐ Prefer not to say

If ‘Yes’, what is the effect or impact of your disability or health condition on your work?

Please write in here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEXUAL ORIENTATION**

What is your sexual orientation?

☐ Heterosexual          ☐ Gay        ☐ Lesbian        ☐ Bisexual    ☐ Asexual

☐ Pansexual    ☐ Undecided          ☐ Other             ☐ Prefer not to say

If ‘Other’ or you would prefer to use your own identity, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELIGION / BELIEF**

What is your religion or belief?

☐ No religion or belief        ☐ Buddhist     ☐ Christian        ☐ Hindu

☐ Jewish        ☐ Muslim          ☐ Sikh     ☐ Prefer not to say

If other religion or belief, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPENDANTS**

Do you have caring responsibilities? If yes, please tick all that apply:

☐ None

☐ Primary carer of a child/children (under 18)

☐ Primary carer of disabled child/children

☐ Primary carer of disabled adult (18 and over)

☐ Primary carer of older person

☐ Secondary carer (another person carries out the main caring role)

☐ Prefer not to say

**Thank you for taking the time to complete the Application Form and Equal Opportunities Monitoring Form for the Education Officer position with Bruiser Theatre Company.**

**Please return the completed document via email with ‘Education Officer Job Application’ in the subject line to** [**info@bruisertheatrecompany.com**](mailto:info@bruisertheatrecompany.com) **no later than 6pm on 4th October 2024.**

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