

<b>Job Title</b>	Youth and Participation Manager
<b>Reports To</b>	Head of Commercial and International (DSL for under 18 activity)
<b>Responsible for</b>	Young Artist Leaders & Assistants
<b>Department</b>	Commercial & International (with cross-departmental working)
<b>Location</b>	Primarily based at Bristol Old Vic Theatre School's Downside Road site, with outreach and engagement activity taking place in schools and partner/community settings as required.
<b>Hours / Fee</b>	<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>• Full-Time Equivalent (FTE): £33,000–£38,000 per annum</li> <li>• Actual salary (0.4 FTE): £13,200–£15,200 per annum, dependent on experience</li> </ul> <p><b>Contracted Hours</b></p> <ul style="list-style-type: none"> <li>• 780 hours per annum (0.4 FTE)</li> <li>• Part-time, annualised hours working pattern</li> </ul> <p><b>Core On-Site Requirements</b></p> <p>The role includes the following fixed delivery commitments:</p> <ul style="list-style-type: none"> <li>• 30 Term-time Sundays – 09:30–13:30 (4 hours)</li> <li>• Easter Youth Courses – two weeks, 09:30–16:30 (10 days)</li> <li>• Summer Youth Courses – three weeks, 09:30–16:30 (15 days)</li> </ul> <p>These periods are essential to the role and will be confirmed well in advance each year.</p> <p>Applicants should note that attendance at all Sunday, Easter and Summer delivery periods is an essential requirement of the role.</p> <p><b>Remaining Hours</b></p> <p>Following the core delivery commitments (295 hours), the remaining 485 hours are scheduled across the year for:</p> <ul style="list-style-type: none"> <li>• Schools engagement and widening participation activity</li> <li>• Bursary administration and access support</li> <li>• Safeguarding compliance and operational planning</li> <li>• Tutor coordination, evaluation and reporting</li> <li>• Meetings and cross-departmental working</li> </ul> <p>Outside delivery periods, work will normally average 10–12 hours per week, agreed with the line manager.</p> <p><b>What this means in practice</b></p> <p>For much of the year the role is approximately 10–12 hours per week focused on schools engagement,</p>

bursaries, planning and safeguarding administration. During Easter and Summer the pattern shifts to full-day on-site delivery, balanced by lighter weeks at other times.

<b>Activity Area</b>	<b>Hours</b>
Term-time Sundays (30 x 4 hrs)	120
Easter Courses (10 x 7 hrs)	70
Summer Courses – 3 weeks (15 x 7 hrs)	105
<b>Subtotal: Fixed Delivery</b>	<b>295</b>
Schools liaison & outreach	160
Bursary & access support	90
Safeguarding compliance	60
Tutor recruitment & supervision	55
Planning, evaluation & reporting	70
Meetings & organisational working	50
<b>Subtotal: Annualised Activity</b>	<b>485</b>
<b>TOTAL ANNUAL HOURS</b>	<b>780</b>

#### Flexibility

Hours are worked flexibly within the agreed annual hours framework and published schedules.

Significant changes to working patterns will be discussed in advance, with notice wherever possible.

Additional hours must be agreed in advance and are managed through TOIL in line with Theatre School policy and subject to prior approval.

<b>Term</b>	Part-Time Contract
<b>Benefits</b>	<ul style="list-style-type: none"> <li>Flexible working hours, according to business needs.</li> <li>Complimentary tickets to Theatre School productions.</li> <li>Invitation to annual screening of students' film work.</li> <li>Join alumni masterclasses arranged for current students.</li> <li>Parking space on a first-come-first-served basis.</li> <li>Bring your (well-behaved) dog to work.</li> <li>Employee Assistance Programme available to all staff.</li> <li>Staff-led groups.</li> <li>Supportive and friendly environment.</li> </ul>
<b>Pension</b>	4% employer and employee contribution after 3 months' service into the workplace pension administered by the People's Pension.
<b>Holidays</b>	25 days per holiday year plus bank holidays (pro-rata based on part-time hours)
<b>Notice Period</b>	3 months, after successful completion of probationary period
<b>Probationary Period</b>	Six months

<b>Duties and responsibilities</b>	<p><b>Overall Purpose of the Role</b></p> <p>The Youth &amp; Participation Manager is responsible for the effective, inclusive and well-managed delivery of Bristol Old Vic Theatre School's youth programmes, and for coordinating widening participation activity connected to those programmes and the wider Theatre School.</p> <p>The role combines operational oversight of youth provision with practical widening participation coordination, including schools engagement and youth bursary schemes. Participation work is embedded within delivery rather than operating as a standalone function.</p> <p>The post holder acts as the on-site safeguarding compliance lead during youth activity, ensuring safeguarding policies and procedures are followed in practice and escalating concerns promptly to the Designated Safeguarding Lead.</p> <p><b>Role Scope &amp; Priorities</b></p> <p><b>This role focuses primarily on:</b></p> <ul style="list-style-type: none"> <li>• Youth programme delivery and on-site operational oversight</li> <li>• Widening participation activity directly connected to youth engagement</li> <li>• Schools engagement linked to access, progression and youth participation</li> </ul> <p><b>The role does not hold responsibility for:</b></p> <ul style="list-style-type: none"> <li>• Higher education access or admissions policy</li> <li>• Organisation-wide participation strategy</li> <li>• Safeguarding decision-making or DSL accountability</li> <li>• Curriculum design, teaching delivery, or organisational policy development.</li> </ul> <p>These areas sit elsewhere within the School.</p> <p><b>Key Responsibilities:</b></p> <p><b>1. Widening Participation &amp; Access</b></p> <ul style="list-style-type: none"> <li>• Coordinate widening participation activity connected to youth and schools engagement</li> <li>• Build and maintain sustained relationships with schools, youth organisations and community partners</li> <li>• Act as the main point of contact for school-based engagement and youth outreach</li> <li>• Support practical coordination of access and inclusion adjustments</li> <li>• Administer youth bursary schemes including applications, eligibility checks and award tracking</li> <li>• Identify barriers to access and recommend practical improvements</li> <li>• Gather participation data and feedback to support evaluation and reporting</li> <li>• Ensure participation principles are embedded within youth course planning and delivery</li> </ul> <p><b>2. Youth Programmes Delivery &amp; Operations</b></p> <ul style="list-style-type: none"> <li>• Oversee day-to-day delivery of youth programmes</li> <li>• Support recruitment, contracting and onboarding of freelance tutors</li> <li>• Ensure appropriate DBS, safeguarding training and documentation are in place</li> <li>• Support forward planning of schedules and staffing</li> <li>• Ensure appropriate staffing levels and operational readiness</li> <li>• Coordinate student movement, access and session logistics</li> </ul>
------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Liaise with reception and facilities teams
- Maintain attendance records and documentation
- Respond professionally to feedback or concerns

### **3. Safeguarding Compliance & Welfare (Non-DSL)**

- Act as on-site safeguarding compliance lead during youth activity
- Be first point of contact for safeguarding concerns
- Identify and escalate emerging risks
- Ensure adherence to safeguarding and H&S policies
- Maintain accurate records
- Promote a safe and inclusive environment
- Operate within policies without decision-making authority on outcomes

### **4. Team Supervision & Support**

- Support induction of freelance and visiting staff
- Supervise youth course staff and Young Artist Leaders
- Deliver briefings and debriefs
- Support inclusive practice
- Monitor conduct and wellbeing
- Identify training needs

### **5. Communication & Administration**

- Act as key contact for parents, schools and partners
- Ensure clear and sensitive communication
- Collect feedback to inform improvement
- Complete administrative tasks and tracking
- Provide financial data for budget monitoring
- Contribute to reporting and updates
- Work with Marketing and Admissions teams

#### **What Success Looks Like in This Role**

- Youth programmes running safely and smoothly
- Confident safeguarding compliance
- Positive relationships with partner schools
- Transparent bursary processes
- Families feeling informed and supported
- Participation activity embedded and well-documented

#### **Person specification**

##### **Essential**

- Experience delivering or supervising youth/education programmes
- Experience supporting access or inclusion initiatives
- Understanding of safeguarding procedures
- Excellent communication skills
- Strong organisational skills
- Calm professional approach
- Experience working as a manager or coordinator

	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working with schools or community organisations</li> <li>• Experience administering bursaries</li> <li>• Background in arts or creative learning</li> <li>• Experience with evaluation or reporting</li> </ul> <p><b>Safeguarding &amp; Compliance Requirements</b></p> <p>The post holder will be required to hold (or be supported to obtain):</p> <ul style="list-style-type: none"> <li>• Enhanced DBS check</li> <li>• 12-hour Paediatric First Aid certification</li> <li>• Safeguarding training appropriate to an on-site safeguarding compliance role</li> </ul>
<b>Additional Information</b>	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
<b>Equal Opportunities</b>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection</b></p> <p>We aim at all times to recruit the person who is most suited to the job.</p> <p>Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p><b>Equality &amp; Diversity</b></p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.</p> <p>We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital/partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises &amp; equipment, duties, practices or policies.</p> <p><b>Selection &amp; Assessment</b></p> <p>We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question.</p> <p>All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society.</p>

Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant.

All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will guarantee an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.