



INFORMATION FOR APPLICANTS: COMMUNITY ASSOCIATE PART TIME, PERMANENT

February 2025

Dear Applicant

Please find attached an application pack for the position of Community Associate at Sherman Theatre. Many thanks for your interest in this role.

This role is supported by the Moondance Foundation and provides support for the administration and co-ordination of Sherman Theatre's Creative Engagement activity. **The Community Associate** supports the delivery of Sherman Theatre's engagement activity with Cardiff's communities including Sherman Players and Theatre of Sanctuary activities, development initiatives aimed at diversifying audiences such as pre and post-show talks and manages and develops new and existing relationships. This role works closely with colleagues in the Creative Engagement Department and wider Sherman team to ensure the delivery of a wide ranging programme of engagement activity.

At Sherman Theatre, we imagine a world made more equitable, more compassionate, more unified by the power of theatre. We are driven to achieve this vision every day. We do this by creating and curating shared live theatre experiences that inspire people from all backgrounds across South Wales to make a better world, in their own way. We believe that access to creativity and self-expression is a right and we constantly strive to ensure everyone has the opportunity to be enriched by the art of theatre.

Our focus on the development and production of new writing and on nurturing Welsh and Wales-based artists makes us the engine room of Welsh theatre. We tell Welsh stories with global resonance through our Made at Sherman productions, created under our roof right here in the heart of Cardiff. We're a place for everyone, generating opportunities for the citizens of South Wales to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. Engaging with our audiences and our communities remains at the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.



We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We are a member of the Disability Confident scheme and particularly welcome applicants from diverse ethnic communities and D/deaf and disabled communities who are currently underrepresented within our team.

To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: www.shermantheatre.co.uk/jobs and send them to us at recruitment@shermantheatre.co.uk. Please note the role that you are applying for on your application form. We welcome applications from people who may wish to undertake one role or both roles. In line with our environmental policy, we are only handling applications electronically. The closing date for both roles is **noon on Monday 10 March 2025**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Monday 17 March 2025** and on **Tuesday 18 March 2025**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application. We really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Chief Executive
Sherman Theatre

COMMUNITY ASSOCIATE: OVERVIEW OF ROLE

Sherman Theatre wishes to appoint a Community Associate to support the delivery of Sherman Theatre's engagement activity with Cardiff's communities and to manage and develop relationships with grassroots organisations, charities and local interest groups. This role will work closely with colleagues in the Creative Engagement Department and wider Sherman team to ensure the effective delivery of a range of participatory programmes such as Theatre of Sanctuary activity and Sherman Players as well as supporting development initiatives aimed at diversifying audiences including pre and post show talks.

Community Associate: Contractual Details

Salary:	£24,476 per annum, pro-rata. (subject to pay review April 2025)
Term:	The post is offered as a part time, permanent position, subject to completion of a 6 month probationary period.
Hours:	19.5 hours per week.
Holidays:	22 days per year pro-rata, plus the 8 recognised bank/public holidays, with days accruing for length of service up to a maximum of 27 days plus bank/public holidays.
Period of Notice:	1 month with additional weeks accruing for length of service (The notice period during the probationary period is 1 week.)
Pension:	Sherman Theatre operates a qualifying workplace pension scheme.
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
Start date:	April 2025.

This role is also subject to a successful DBS check and is open to applicants aged 18 and over.

Non-Contractual Benefits

We encourage all staff to see as many shows as possible and to be involved at all stages of the production process for Sherman Theatre productions. Every staff member is invited to attend Press Night for Sherman Theatre productions, along with complimentary tickets to most shows. We also offer a staff discount in the Café Bar to all staff members.

JOB DESCRIPTION: COMMUNITY ASSOCIATE

JOB TITLE: Community Associate

REPORTS TO: Head of Creative Engagement

KEY WORKING RELATIONSHIPS: Staff within the Creative Engagement team and personnel on freelance and short-term contracts within the department.

RESPONSIBLE FOR: There are currently no support staff allocated to this post but you will help to ensure good communication with Creative Engagement freelancers.

JOB PURPOSE:

To support the delivery of Sherman Theatre's engagement activity with Cardiff's communities.

To manage and develop new and existing relationships with grassroots organisations, charities and local interest groups.

To administer new and existing participatory programmes, such as Theatre of Sanctuary activity and Sherman Players.

To support development initiatives aimed at diversifying audiences including pre and post show talks and other community focused events.

To support the Creative Engagement department in ensuring arrangements and working practices are in place that enable the effective management and administration of the department.

LEAD RESPONSIBILITIES:

- Responsible for implementing and maintaining administrative processes for Sherman Theatre's community programmes and, in collaboration with the Head of Creative Engagement, ensuring that these are robust and fit for purpose.
- Administrative support for Sherman Theatre's community and participatory projects.
- Co-ordination of Theatre of Sanctuary and Sherman Players activity.
- Responding to enquiries, giving advice and information to the public about the community focused work of the Creative Engagement department.
- Assisting with the financial management of Theatre of Sanctuary activity, Sherman Players and designated community and/or participatory projects.
- Planning and delivery of all aspects of Sherman Theatre's annual Theatre of Sanctuary event during Refugee Week.
- Database management for community and participatory activities and initiatives.
- Support the development of outreach materials and resources relating to *Made at Sherman* productions.
- Contribute to the development and delivery of new community projects and initiatives at the theatre.

- Database management for activities and initiatives relating to young people, schools and education providers.
- Responsible for ensuring that the general administrative systems are effective and community projects adequately resourced.
- Liaise with internal and external stakeholders to ensure the effective delivery of all community projects.
- Support the evaluation of community focused activity, including formal reporting.

1. HR / Personnel

1.1 Recruitment and Selection:

- To support the recruitment process for community project staff, working with the Company Administrator in generating information for standard contracts and letters of engagement.
- To ensure proper storage and disposal of recruitment paperwork (both electronic and hard copies).

1.2 Database Management:

- Responsible for the maintenance of various databases, in particular Sherman Players Members, and the Communities database, ensuring accurate records exist for freelance community practitioners, organisations, charities and individuals.
- Ensure that all data storage and documentation works within the guidelines and policies of the Company.

1.4 DBS Scheme

- To support the Head of Finance and Administration, Head of Creative Engagement and the Company Administrator to ensure that Disclosure and Barring Scheme checks are carried out in accordance with the company policy.
- To facilitate timely and accurate applications for checks by liaising with applicants and the Company Administrator to ensure all information and consent is obtained.
- To ensure that checks are renewed in accordance with the company policy.

2. Departmental Administration

2.1 Internal Meetings:

- To attend departmental staff meetings and ensure that minutes are taken and properly circulated as and when required.
- Attend production and other operationally essential meetings in the absence of the Head of Creative Engagement.

2.2 General Licensing and permissions:

- To maintain records of performance licences applied for and needed.

- To manage photo consent for participants and visitors engaged through community projects and events.

2.3 Finance:

- To ensure that accurate financial records are kept and budget limits are adhered to.

2.4 Welsh Language:

- To ensure that company documents are translated in line with our language policy.
- To ensure that, where oral translation is needed (simultaneous or otherwise) for non-performance activity, it is booked and provided by a suitably qualified person.

3. Sherman Players

3.1 Enrolment:

- Liaising with the Marketing Department about online and printed copy relating to Sherman Players.
- Circulating sign-up link to existing Sherman Players members.
- Preparing databases and registers.
- Liaise with Box Office and Audience Insight Manager and Box Office team about outstanding fees for Sherman Players.
- Filing and processing new members' information.
- Maintaining waiting lists.
- Update Tutors registers.
- Ensure photo consent is in place for participants and any limitations respectfully adhered to.

3.2 Communication:

- Communicate relevant times and information to participants, practitioners and parents regarding meetings, events, workshops, rehearsals and productions.
- Liaise with the Head of Creative Engagement regarding proposed Sherman Players sharing events, productions, scheduling, and any performance rights required.
- Sending out information on Sherman Players to new and existing members.

3.3 Administration:

- To be responsible for the administrative co-ordination of all the Theatre of Sanctuary and Sherman Players' activities.
- Compile information for programme copy.
- Keep statistical records of all departmental activity including Theatre of Sanctuary and Sherman Players sessions ready for collation for annual statistical reports to funding authorities.

- Assist the Head of Creative Engagement with the finance, record keeping and systems, for Theatre of Sanctuary activity, Sherman Players and other community focused activities.
- Arrange or provide cover in the event of tutor or facilitator absence.

4. Theatre of Sanctuary Activity and Other Community Projects

4.1 Participation:

- Liaise with the Marketing Department about online and printed copy for Theatre of Sanctuary activity and other community projects.
- Compiling records of attendance where required.
- Processing and managing participant information.
- Ensure photo consent is in place for participants and any limitations respectfully adhered to.

4.2 Communication:

- Communicate information about projects and activities to relevant community organisations and potential participants.
- Communicate relevant times and information to participants and practitioners regarding meetings, events, workshops, rehearsals and productions.
- Liaise with the Head of Creative Engagement regarding proposed events, productions, scheduling, and any performance rights required.

4.3 Administration:

- To be responsible for the administrative co-ordination of all Theatre of Sanctuary and community focused activities.
- Compile information for programme copy or event promotion.
- Keep statistical records of all community activity, including Theatre of Sanctuary sessions, ready for collation for annual statistical reports to funding authorities.
- Assist the Head of Creative Engagement with the finance, record keeping and systems, for the Theatre of Sanctuary activity and other community focused activities.
- Arrange or provide cover in the event of tutor or facilitator absence.

It is a duty to abide by the current Equal Opportunities Statement and other Policy statements as detailed in the Staff Handbook.

Note: You are employed as the Community Associate. However you may be asked to perform other duties at the same grade and remuneration package and to the same total hours of work. You will be given four weeks notice of any proposed changes in duties.

This is a new post and job description and as such may be subject to changes made by your line manager, as part of discussions at either your annual appraisal, or other appropriate meetings, depending on the urgency of the discussion required.

PERSON SPECIFICATION: COMMUNITY ASSOCIATE

ESSENTIAL

- *Experience of working in a community, community arts or participatory arts setting*
- *An understanding of community arts provisions and practices and appreciation of the impact of participatory arts programmes and initiatives*
- *Strong administrative experience and expertise*
- *Understanding of recruitment and contractual procedures*
- *Experience of recording expenditure for budget monitoring purposes*
- *A solid set of IT skills with a working knowledge of Microsoft Office systems and database management*
- *Excellent communication skills, both written and verbal*
- *A confident approach to liaising with internal and external stakeholders and relationship building*
- *The ability to act with discretion on confidential matters*
- *The ability to work as part of a team and alone*
- *The ability to work on a number of different projects concurrently, sometimes across several departments within the company*
- *A commitment to equal opportunities and cultural diversity*
- *A flexible approach to working hours, including a willingness to work on evenings and weekends where necessary*
- *Ability to co-deliver sessions in instances of facilitator absence and confidence to support community groups to engage with the building*
- *Compassion, patience and empathy*
- *A commitment to keeping up to date with current legislation related to the specific areas outlined in the job description*

DESIRABLE

- *The ability to work through the medium of Welsh and English*
- *Experience working within a theatre organisation*
- *First Aid certificate*