

# Job Description

## Circus Education Director



Esmée  
Fairbairn  
FOUNDATION



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<b>Title:</b>	Circus Education Director
<b>Direct Report:</b>	Company Director
<b>Supervising:</b>	Circus Training Team
<b>Hours of Work:</b>	Full time (37.5 hours per week)
<b>Start Date:</b>	September 2021 (flexible start date)
<b>Employment Conditions:</b>	2.5 year minimum contract
<b>Remuneration:</b>	£28,314.00 starting salary
<b>Location:</b>	Waterloo House, 44a-48a Waterloo Street, Derry-Londonderry BT48 6HF

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### About In Your Space Circus:

In Your Space Circus, based in Derry-Londonderry in the North-West of Northern Ireland, is a circus school and performance company focused on circus, street theatre and outdoor productions. We work individually and in collaboration with other organisations and communities involving circus skills (including juggling, diablo, acrobatics, unicycle, aerial, stilt-walking, clowning, etc.), street theatre, visual arts, music, costume-making, large scale carnival constructions and theatre.

### Our Work

Current activities include the following:

- An open circus school in Waterloo Street Derry-Londonderry training children, young people and adults in a wide range of circus and performance skills.
- Personal and social development of children and young people from disadvantaged groups and communities through a proactive outreach programme in a range of community venues across the North-West region.
- Circus and street theatre performances at a wide range of festivals and other events.
- Producing our annual Circus, Arts and Music Festival – Carnival of Colours.
- Event Management services including Big Top and technical equipment hire.

### The Company

In Your Space Circus is a charitable company limited by guarantee with a board of directors. We work with over 100 freelance artists each year, supported by two full-time and two part-time staff. Core and Programme funding is provided by the Arts Council of Northern Ireland, Derry City and Strabane District Council, Esmée Fairbairn Foundation. Other core and project funding comes from trusts and foundations, sponsorship, donations and earned income.

# The Strategy - taken from the Strategic Plan for 2018-2021

## Mission

To unleash the power of circus and street performance to ignite the imagination and inspire creativity and learning which can transform lives and communities.

## Vision

Our vision is to have developed an international standard circus and Street performance school and performance company which are mutually supportive.

## Values

The following values will underpin all aspects of our work:

**Excellence:** Our clients, participants and audiences are entitled to experience the highest standards of performance and training. We will aim for excellence in everything we do.

**Creative:** It is through creativity that we can express our true selves. We will promote and celebrate creativity in all aspects of our work.

**Acceptance of self and others:** Everyone is of equal worth. We will help to build self-confidence and a respect for others. We will celebrate differences and what we share.

**Professional:** Successful organisations are ones that are trustworthy and professional. We will do what we say we will. We will be reliable, honest, transparent and accountable.

**Collaborative:** Organisations are more effective if they work in partnership with others. We will collaborate actively with our beneficiaries, stakeholders and other relevant organisations.

**Impact:** Circus and Street performance can be transformative for individuals and communities. We will focus on achieving a positive impact through all of our work.

**Safeguarding:** All those who engage with In Your Space's projects have the right to be safe and have their health and wellbeing protected. We will ensure that the appropriate set of policies and procedures are in place through all areas of our work.

## Aims

**Circus Training Aim:** To provide high quality training and education in circus and street performance.

**Social Circus Aim:** To utilise circus and street performance as a vehicle for the personal and social development of marginalised groups and communities.

**Performance Aim:** To promote and produce high quality indoor and outdoor circus and street performance.

**Communications Aim:** To build awareness and understanding of *In Your Space Circus*, appropriately communicate with all the organisation's stakeholders and effectively market its products and services.

**Human Resources** Aim: To ensure that In Your Space Circus has the artists, staff and volunteers required to achieve its aims and objectives and they are effectively managed and given the opportunity and support to develop.

**Finance and funding** Aim: To generate sufficient income to achieve *In Your Space Circus's* aims and objectives and ensure these financial resources are effectively and efficiently managed.

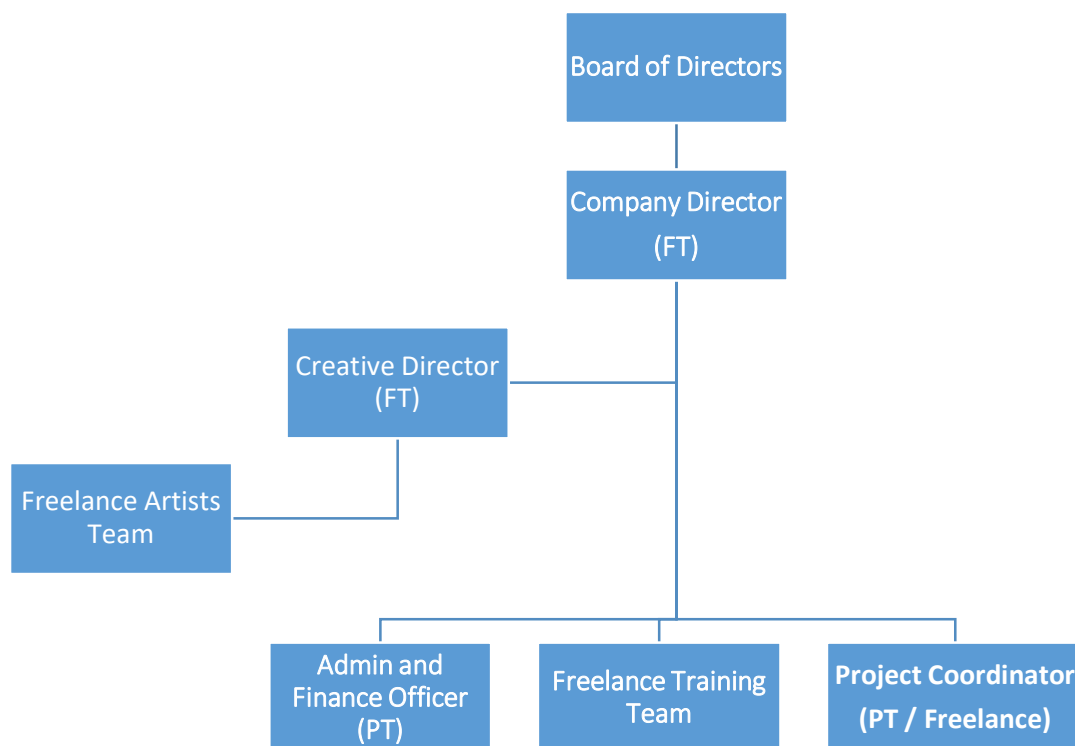
**Physical Resources** Aim: To ensure that *In Your Space Circus* has the premises and other physical resources it requires in order to achieve its aims and objectives and ensure these physical resources are effectively and efficiently managed and maintained.

**Governance** Aim: To ensure that the governance of *In Your Space Circus* complies with the requirements of the law and good practice.

## Management & Operations

The success of the company's artistic programmes is dependent on the effective management of all operations including finance, fundraising, policy, administration and marketing. Working closely with the Board of Directors the Company Manager drives the strategic growth of the company supported by the creative team in artistic programming and delivery of work, and the Business Development Officer in financial and production management.

### In Your Space Circus Company Structure



# Circus Education Director – Job Description

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## **Post Overview**

This exciting new position will be centered on the advancement of In Your Space Circus School. Overseeing the operations and strategic development of the Circus School, the successful candidate will be an important member of IYSC's Senior Management Team.

Key focus areas of the post will include:

1. **Participant Experience:** Creating the best social and personal development experience for each participant. This will involve assessing their needs both within the group context and as individuals and working towards meeting those needs over the duration of their engagement. This will include both Central Circus participants (who participate long-term on an ongoing basis) and those participating in Outreach Projects (who participate in short-term projects).
2. **Programme Structure and Accreditation:**
  - Assessing the effectiveness of existing projects and developing new projects.
  - Developing tailored curriculums for Circus School projects.
  - Exploring opportunities for accreditation.
  - Underpinning projects with a clear monitoring and evaluation framework.
  - Assessing the development of participants using formative and summative frameworks, ensuring a scaffolded approach to development.
3. **Research and Evaluation:** Creating a programme of commissioned and internal research with the aims of proving, improving and disseminating the impacts and benefits of IYSC's work and circus arts generally.

## **Outcomes of the Post**

The successful candidate will work towards the following overarching outcomes:

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1. Development of a clear, structured pathway for progression for all IYSC Circus School participants, from age four to adult.
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2. Development of new connections locally, nationally and internationally to better position IYSC in the creative education sector and develop new opportunities for participants.
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3. To increase understanding of the benefits of circus arts in the context of mental health, wellbeing, educational attainment, and disability at sectoral and departmental level.
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# Duties and Key Responsibilities

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## Participant Experience

1. Ensuring excellence across the social, personal and skills development of participants of all circus school projects.
2. Supporting participant recruitment across various projects.
3. Seeking external opportunities for the participants across performance, exchanges and training programmes locally, nationally and internationally.
4. Furthering the skills development of existing trainers, through programmes of training and professional development.
5. Recruiting new trainers to meet the needs of participants.
6. Supporting the development of high-quality performances by the Youth Circus Performance Troupe, by ensuring the most appropriate trainers and Directors are engaged.
7. Seek exciting opportunities for the Youth Circus Performance Troupe to perform.

## Programme Structure and Accreditation

1. To review existing and develop new Circus School projects in line with need and aspiration of IYSC and its participants.
2. Developing a tailored curriculum for each Circus School programme level, focused on learning outcomes and pathways for ongoing development of participants.
3. Making international connections with Circus Schools across Europe, to enhance best practice and explore models of development.
4. Identifying and evaluating accreditation opportunities to best fit the needs of circus school participants.

## Research and Evaluation

1. Developing a strong and consistent framework for monitoring and evaluation across all circus school projects.
2. Carrying out and (where appropriate) commissioning research in the following areas:
  - a. Circus and Mental Health
  - b. Circus and Disability
  - c. Circus and Education (including informal education and the home-school community)
  - d. Other areas that emerge throughout the life of the role.
3. Disseminating the learning from research and evaluations across the circus and arts sector, to key external stakeholders, and to government departments to positively impact on policy and strategy, and as leverage for future funding.
4. Prepare evidence-based rationale for funding applications and reports for funding bodies.

## Leadership and Management

1. To lead, nurture and inspire the training team.
2. To provide reports to the Company Director as required.
3. To attend board meetings and provide verbal and written reports on Circus School

Development.

4. To present research findings to the Board of Directors and staff.
5. To actively engage with Board sub-committees that will support the work of the Circus School.
6. To maintain excellent relations with key funders, external partners and other key stakeholders.
7. To actively engage strategically and practically in fundraising and programme development in relation to Circus School activity, alongside the Company Director.
8. To understand and communicate the work of In Your Space Circus School and actively promote the Company by acting as a spokesperson and public face for the organisation regionally, nationally and internationally as required.

## **General**

1. Undertake other duties to as appropriate, in agreement with the Company Director and Board of Directors.
2. The post holder must agree to adhere to Safeguarding Policy which includes a detailed Code of Conduct, cooperation with regular Access NI checks and updating Safeguarding training as requested.
3. This job description is neither restrictive nor definitive. It is important to note that the responsibilities may change to meet the evolving needs of the projects and the Company.

# Circus Education Director - Criteria and Person Specification

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***Candidates will be expected to demonstrate the following:***

## **Experience**

- Third level qualification relevant to the post.
- At least three years' experience of strategic development in a creative arts and/or education (formal or informal) context.
- Experience of networking with a broad range of organisations and individuals in local, national and international contexts.
- Experience of conducting evidence-based research.
- Experience of project monitoring and evaluation methodology.
- Experience of working with various accreditation models.

## **Skills and Abilities**

- Leadership ability and the capacity to get the best from a team.
- Excellent communication and interpersonal skills.
- Ability to deliver, present and evaluate both written and verbally.
- Excellent standard of computer literacy.

## **Knowledge**

- Understanding of the needs of children and young people in today's society.
- Good level of practical knowledge around the Safeguarding of young people.
- A working knowledge and regard for Health and Safety policy.
- A working knowledge and regard for Equal Opportunities policy.

## **Other Requirements**

- Dynamic team player with a high level of initiative.
- Willingness to work flexible hours.
- Hold a full clean driving licence and have use of a vehicle. (desirable)

## OTHER INFORMATION

### 1. Work Hours

This position is full-time, 37.5 hours per week.

### 2. Place of Work

This position will be based at IYSC's office base: Waterloo House, 44a-48a Waterloo Street, Derry-Londonderry.

### 3. Funders

This post will be funded by Esmée Fairbairn Foundation. Subject to funding and generated income, this role will be extended beyond 2.5 years.

### 4. Expenses

Reimbursed by prior agreement (where reasonably incurred and properly documented). Approved mileage for work-related travel will be reimbursed monthly, subject to an approved claim form.

### 6. Safeguarding Policy

In line with the company's Safeguarding Policy this position is subject to Access NI check. Full adherence with this process will be requested in the event of a successful application.

### 7. Accessibility

If you require copies of documentation in alternative formats, for example large print, please contact [cath@inyourspaceni.org](mailto:cath@inyourspaceni.org). If you have any particular requirements should you be invited to interview, please make this clear in your application.

For background information on the company, please visit our website at [www.inyourspaceni.org](http://www.inyourspaceni.org)

## HOW TO APPLY

- a) This is an email **ONLY** application process. Hard copies will not be accepted.
- b) All applications must be submitted on the application form supplied.
- c) It is the responsibility of the applicant to ensure that applications are completed as fully and concisely as possible based on the Job Description, Criteria and Person Specification supplied.
- d) Applications should be sent via email, to [cath@inyourspaceni.org](mailto:cath@inyourspaceni.org)
- e) It is the applicant's responsibility to ensure submission of the completed application **4pm on Monday 6<sup>th</sup> September 2021. Late applications will not be considered.**
- f) Candidates shortlisted for interview will be required to deliver a presentation; a brief will be supplied in advance.