

Job Description

Circus Education Manager



Esmée
Fairbairn
FOUNDATION



Title:	Circus Education Manager
Direct Report:	Company Director
Supervising:	Circus Training Team
Hours of Work:	Full time (37.5 hours per week)
Start Date:	June 2023 (with flexibility)
Employment Conditions:	1 year minimum contract (extension dependent on funding)
Remuneration:	£29,170 starting salary
Location:	Waterloo House, 44a-48a Waterloo Street, Derry-Londonderry BT48 6HF

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 installations and theatre.

Our Work

Current activities include:

- An open circus school 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 and productions 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 three full-time and three 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 and Garfield Weston Foundation. Other core and project funding comes from trusts and foundations, sponsorship, donations and earned income.

IYSC Strategy 2023-2027

Our Vision

A vibrant, connected and thriving community where artists, participants and audiences have the space to explore and develop their creative talents through circus, street theatre and play.

Our Mission

To unleash the power of circus and street theatre, igniting the imagination and transforming lives and communities.

Our Values

Circus as a vehicle for social change

We believe in the power that circus and street theatre has in bringing about personal and social change and building vibrant and supportive communities.

Creativity and play

We believe that through creativity and play everyone can flourish and express their unique selves.

Lifelong learning

We believe in using the medium of circus to make sure people can continue to learn throughout their lives.

Inclusion

We are committed to delivering street theatre and circus in highly creative and inclusive ways, ensuring meaningful engagement for everyone, no matter what their age, ability or background.

Collaboration

We are passionate about harnessing creative opportunities and being more effective by working together with others.

Excellence and Innovation

We are committed to ensuring that everything we do and create is of the highest quality and continually innovates and improves.

Our Goals 2023-2027

GOAL 1: Our Home

To ensure we successfully move into the Cathedral School and develop a home which meets the needs of our artists, participants and audiences.

GOAL 2: Performance and Events

To increase the ambition and quality of our performance and producing work.

GOAL 3: Education and Training

To increase progression routes for everyone to have the opportunity to develop circus and street theatre skills at their own level.

GOAL 4: Social Circus Outreach

To harness the power of circus to support the health and wellbeing of people and communities, and encourage them to reach their potential.

GOAL 5: People and Culture

To ensure that we have the right people to support us in achieving our goals, and that they are supported, nurtured, and given opportunities to grow.

Our Commitments 2023-2027

COMMITMENT 1: Communications

To continue to raise our profile locally, nationally, and internationally, communicating with a consistent voice and confidence in our brand.

COMMITMENT 2: Finance

To ensure we raise the income we need to achieve our goals and that these resources are managed effectively and transparently.

COMMITMENT 3: Governance

To ensure the governance of IYSC reflects the visionary, ambitious and creative ethos of the company and effectively balances creative aspiration with compliance and best practise.

COMMITMENT 4: Change Making

To support the development of advocacy, lobbying and practice in relation to circus and the arts.

COMMITMENT 5: Artistic Excellence

To support the highest quality delivery in circus education and performance while encouraging skills and talent development at all levels of circus.

Circus Education Manager – Job Description

Post Overview

This exciting position is centered on the continued advancement of IYSC's Circus School as we prepare to move into a new home. Overseeing the operations and development of the Circus School, the successful candidate will be an important member of the IYSC Team.

Key focus areas of the post will include:

1. Circus School Management:

Overseeing the operations of the Circus School to ensure projects and programmes run smoothly and in-line with group needs.

2. 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 (participating in long-term projects, on an ongoing basis) and those participating in Outreach Projects (participating in short and medium-term projects).

3. Training Team Support and Development:

Ensuring the training team are empowered to deliver the highest quality programming across all projects. This will include gaining a good understanding of each trainer's skills, managing team dynamics, and ensuring trainers have access to relevant training and development opportunities.

4. Project Structure and Accreditation:

- Assessing the effectiveness of existing projects, and developing new projects in response to need.
- Continuing the development of tailored curriculums for Circus School projects.
- Assessing the development of participants using formative and summative frameworks, ensuring a scaffolded approach to development.
- Managing accredited training opportunities including OCN NI (and/or other recognised accreditation bodies) to develop routes for circus participants, trainees and trainers to access formal qualifications.

5. Evaluation and Research:

Underpinning all projects with a clear monitoring and evaluation framework. Also supporting a programme of commissioned research which aims to prove, improve and disseminate the impacts and benefits of IYSC's work and circus arts generally.

Outcomes of the Post

The successful candidate will work towards, and report on, the following overarching outcomes:

1. Ongoing development of a clear, structured pathway for progression for all IYSC Circus School participants, from age two to adult.

2. Development of connections locally, nationally and internationally to better position IYSC in the creative education sector and develop new opportunities for participants.

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.

Duties and Key Responsibilities

Circus School Management

1. Managing all planning, scheduling and delivery of Circus School projects in close collaboration with the core training team.
2. Ensuring Circus School activity and performance work is programmed collaboratively.
3. Working with the Finance and Admin Officer and Training Team review and manage the Circus School administration systems.
4. Acting as the key point of contact for circus school participants, family members and project partners/clients.
5. Ensuring all projects have suitable delivery venues, in line with trainer recommendations and participant requirements.
6. Supervising and supporting project coordinators who are leading on specific projects.
7. Managing the Circus School booking system.

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 Youth Circus participants across performance, exchanges and training programmes locally, nationally and internationally.
4. Continuing to develop and enhance IYSC's Trainee Trainer programme which supports Youth Circus members to participate in a pathway of professional development.
5. Supporting the development of high-quality performances by the Youth Circus Performance Troupe, by ensuring the most appropriate trainers and Directors are engaged.
6. Seeking exciting and developmental opportunities for the Youth Circus Performance Troupe to perform.
7. Developing and facilitating a Junior Board.

Training Team Support and Development

1. To manage, nurture and inspire the training team.
2. Supporting the trainers to develop, share and deliver project plans for each project.
3. Furthering the skills development of existing trainers, through programmes of training and professional development.
4. Recruiting new trainers to meet the needs of the Circus School and its members.
5. Regularly observing delivery to inform training needs, areas for potential development and to celebrate best practice.

Management Activity

1. Providing reports for the Company Director as required.
2. Attending board meetings and provide verbal and written reports on Circus School Development as requested.
3. Actively engage with Board sub-committees that support the work of the Circus School.
4. Maintaining excellent relations with key funders, partners and other key stakeholders.
5. Actively engage in fundraising and programme development in relation to Circus School activity, alongside the Company Director.
6. Communicating the work of In Your Space Circus School and actively promoting the Company by acting as a spokesperson and public face for the organisation regionally, nationally and internationally as required.
7. Supporting the transition into a new building as required (particularly relevant if the post is extended beyond 1 year).

Programme Structure and Accreditation

1. Reviewing existing and developing new Circus School projects in line with need and aspiration of IYSC and its participants.
2. Continuing the development of a tailored curriculum for each Circus School programme level, focused on learning outcomes and pathways for ongoing development of participants.
3. Making connections with Circus Schools locally, nationally and internationally, to enhance best practice and explore models of development.
4. Continuing the identification, evaluation and administration of accreditation opportunities to best fit the needs of circus school participants.

Research and Evaluation

1. Continuing the development of a strong and consistent framework for monitoring and evaluation across all circus school projects.
2. Evaluating each project in line with funder requirements, and company evaluation methodology.
3. As appropriate, managing commissioned research in the following areas:
 - Circus and Mental Health
 - Circus and Disability
 - Circus and Older People
 - Circus and Education (including informal education and the home-school community)
 - Other areas that emerge throughout the life of the role.
4. Working with the Company Director to disseminate 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.
5. Providing evidence-based rationale for funding applications.

General

1. Undertaking 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 Manager – Criteria and Person Specification

Candidates will be expected to demonstrate the following:

Experience

- Third level qualification relevant to the post.
- At least three years' experience of project management in the 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 communicating with people at all levels.
- Experience of facilitating work with young people.
- Experience of project monitoring and evaluation methodology.
- Experience of working with accreditation models.
- Experience of working with research consultants (desirable).

Skills and Abilities

- Leadership ability and the capacity to get the best from a team.
- Excellent communication and interpersonal skills.
- Ability to multi-task.
- Ability to troubleshoot and problem-solve quickly and efficiently.
- 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 Equality, Diversity and Inclusion 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 (highly 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 is funded by Esmée Fairbairn Foundation for 1 year. Subject to funding and generated income, this role will be extended beyond 1 year.

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 checks. 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. 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 and see our Facebook page: <https://www.facebook.com/inyourspacenicircus>

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
- e) It is the applicant's responsibility to ensure submission of the completed application by 4pm on Friday 28th April 2023. 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.