

BLACKHEATH HALLS

23 Lee Road, London SE3 9RQ

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recruitment@blackheathhalls.com

Head of Community Programmes Recruitment Pack



Blackheath Halls Opera 2023: Semele

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BLACKHEATH HALLS

Head of Community Programmes

We are looking to recruit an experienced community engagement specialist to join our passionate and committed team, leading the management, development and delivery of our flagship community programme.

From our Youth Choir and Orchestra to Gospel Choirs and Blackheath Halls Opera, our projects engage over 1,000 local people every year in collaborative music-making. This is an exciting opportunity to shape our plans as we reach new and diverse participants.

Line-managing a Community Engagement Producer, you will work together to create inspiring and meaningful experiences in our vibrant South-East London borough.

If you have a strong belief in the power of community arts to change lives and the skills to run a programme that delivers that change, we would be keen to hear from you.

Further information about our current community projects can be found on our website [here](#).

If you would like to apply, please complete the application form ([available here](#)) and equality and diversity monitoring form ([available here](#)). The deadline for applications is **Wednesday 4 February 9am**. First round interviews are scheduled for **Tuesday 10 February**. Second round interviews will be held on **Monday 23 February**.

We aim for our staff team to reflect the diversity of our local communities, and we encourage everyone with relevant experience who is interested in this role to apply.



If you require this document in a different format, or have any access requirements in order to be able to apply or interview for this role, please contact **Gemma Okell** at G.Okell@blackheathhalls.com or on **020 8318 9758**.

Please also contact Gemma if you would like to have an informal conversation about the role before submitting an application.

Thank you for your interest in this position, and we very much hope you will consider joining our team.



Blackheath Halls

Blackheath Halls is an outstanding arts and community venue in the heart of south-east London, presenting a year-round programme of events in our two performance spaces, the Great Hall and The Hearn Recital Room.

We host many professional performances, and a popular community programme for people of all ages including a youth choir, orchestra and gospel chorus as well as one of the biggest annual projects, the Blackheath Halls Community Opera.

Blackheath Halls is owned by Trinity Laban and provides the Music Faculty with its regular base for large-scale student rehearsals and performances.

We also hire out our spaces for recordings and rehearsals by major London orchestras and other music groups, as well as for commercial hires and private events.

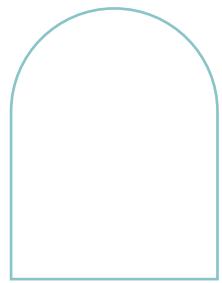
Over the past year Blackheath Halls' programme consisted of 991 live performances, rehearsals and other activities, attended by 61,776 people.

As a registered charity, we are able to offer this range of activity through income from ticket, hires and our in-house bar, along with support from various Trusts and Foundations, and generous members of our Friends and Patrons scheme.





Job Description



Post	Head of Community Programmes
Reports to	Director, Blackheath Halls
Responsible for	Community Engagement Producer, freelance artists, creative teams, mentors and volunteers
Contract	Full-time 37 hours per week (part-time considered)
Salary	Dependent on experience.

We are looking to recruit an experienced community engagement specialist to join our passionate and committed team, leading the management, development and delivery of our flagship community programme.

Our ideal candidate has:

- Knowledge and experience of running community arts engagement projects
- Strong interpersonal skills, and enthusiasm for working with a wide range of people
- Experience of meeting and exceeding the expectations of donors and funders
- The ability to both think strategically and deliver on detail
- The belief that community arts activity has the ability to change lives

Overall Purpose of the Job

To design and deliver projects enabling a broad spectrum of the local community to engage in the performing arts.

Main Duties and Responsibilities

- Plan and deliver a year-round programme of opportunities for local people of all ages and abilities to engage in the arts
- Engage and manage professional artists to ensure the highest possible artistic standards and most beneficial creative process for participants
- Ensure projects attract and engage professional artists and community participants from the diversity of our local community
- Ensure projects and performances including Blackheath Halls Opera are produced to the highest standards
- Monitor and evaluate the success of projects, ensuring future events consider and build on feedback
- Oversee all general administration and financial processes for community projects
- Propose, monitor and achieve community project budgets
- Raise funds from a variety of sources to ensure the continuation of community programmes
- Work with colleagues to support the Friends and Patrons scheme, ensuring they understand how their donations help fund community programmes
- Support the Director as Safeguarding lead, ensuring professional artists are DBS checked and comply with Safeguarding procedures
- Ensure the safety of children and vulnerable adults is paramount when planning and delivering projects, completing event specific risk assessments as required

Main Duties and Responsibilities cont...

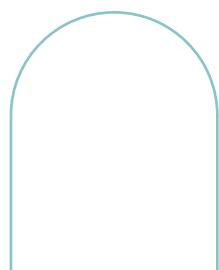
- Work with Trinity Laban staff and students to ensure that projects fulfil shared objectives, including students in projects as appropriate
- Work with colleagues to schedule space for rehearsals and performances
- Liaise with colleagues about front of house and technical requirements for projects
- Work with colleagues to provide copy and images for events and develop audience development strategies, social media and web coverage to maximise profile, participant numbers and audiences
- Be the primary advocate for Blackheath Halls' community activities within the staff team and wider community, including speaking at internal and external events and meetings
- Be familiar with and operate within Blackheath Halls' general rules, regulations and policies, including but not limited to those related to Health and Safety, Safeguarding, Data Protection and Equality, Diversity and Inclusion
- Undertake any other duties as reasonably requested by the Director

Criteria	Essential	Desirable
Person Specification		
Experience of running community arts projects	✓	
Experience of meeting and exceeding the expectations of donors and funders	✓	
Experience of setting and managing budgets	✓	
Knowledge of arts and community funding sector	✓	
Knowledge and understanding of safeguarding processes and procedures	✓	
Excellent verbal communication and interpersonal skills, with the ability to communicate effectively with people of all ages and backgrounds	✓	
Ability to make complex decisions and articulate them in a diplomatic manner	✓	
Ability to both think strategically and proactively deliver on detail	✓	
Good IT and administration skills	✓	
Experience working in a venue and/or educational setting		✓
Experience of reaching new participants and audiences, particularly young people, disabled people and people from Global Majority backgrounds		✓
Experience of generating new income streams for community projects		✓
Experience of producing large-scale productions and managing complex creative teams		✓
Wide-ranging knowledge of music, including opera, classical music, gospel and musical theatre		✓

Summary of Terms and Conditions of Employment

Contract	Permanent after probationary period. Please note that this role is being offered as a full-time contract. However, we are open to discussion about part-time hours.
Hours	37 hours a week, including evening and weekend work.
Salary	Depending on experience. Salaries are paid on the 25th of the month into bank or building society accounts
Notice Period	2 months
Location	Blackheath Halls
Annual Leave	25 days in addition to Statutory, Bank and Public Holidays
Event Tickets	Complimentary tickets for most events at Blackheath Halls, subject to availability
Pension Scheme	Access to a NEST pension scheme, employer contribution 5%
Sick Pay	Blackheath Halls operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Blackheath Halls' own sick pay scheme
Car Parking	A limited number of parking spaces are available, subject to availability

Applicants must be eligible to work legally in the UK. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.





Equality and Diversity

Blackheath Halls is working hard to meet the aims and commitments set out in its Equality and Diversity Policy, including trying to ensure that everyone who applies to work with us receives fair treatment.

In order to help us achieve this aim, we kindly request that you complete a monitoring form.

We understand that some applicants will be hesitant to provide the details requested. Please be aware that any information you provide will not form part of the recruitment process. The information will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Although you do not have to complete the form, by completing as much of the information as you feel able to, you will be helping us to ensure that all applicants receive fair treatment when applying for jobs with us.

Equality and Diversity monitoring form available [here](#)



Blackheath Halls Opera
2021: Venus and Adonis
© Lidia Crisafulli
2018: Dido and Aeneas
© Robert Workman
2017: Der Freischutz
© Robert Workman



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