Half Moon

Head of Creative Learning



Recruitment Pack

halfmoon.org.uk



About us

Half Moon is a local organisation with a national remit. Working from our base in Limehouse, East London, we give young people from birth to 18 (25 for young people with physical, sensory and/or cognitive disabilities) an opportunity to experience the best in young people's theatre, both as a participant and as an audience member.

Our activity includes a season of professional plays for young and family audiences, including teenagers, national touring productions and an extensive creative learning programme, including eight youth theatres.

Half Moon's expertise is in supporting artists and young people at every stage of their creative development, providing a gateway to engagement, offering pathways for progression and experimentation and then disseminating outcomes within the wider cultural sector, through performances, touring productions, open dialogue and continuing professional development.

Half Moon is a National Portfolio Organisation of Arts Council England and receives regular funding from the London Borough of Tower Hamlets, as well as many other supporters.

Half Moon's digital archive is available at stagesofhalfmoon.org.uk

For further information about our work please visit halfmoon.org.uk

halfmoontheatre.org.uk

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Registered Charity 1010192
Registered Company 02479179



Head of Creative Learning

Responsible to Artistic Director/Joint CEO

Responsible for

- Creative Learning Producer
- Youth Theatre Administrator and Pastoral Support (part-time term-time role)
- Freelance practitioners

Overview of role

The Head of Creative Learning leads and shapes Half Moon's ambitious Creative Learning programme, with responsibility for a diverse portfolio spanning schools, young people, teacher development and community participation.

They will lead the development of innovative, inclusive and high-quality programmes that create clear progression pathways for participants while ensuring artistic excellence, educational value, and measurable impact.

They will ensure that the programme is cohesive, developing arts activities responding to the company's vision and taking particular account of the fusion of participatory and professional activity.



Key Responsibilities

Programme Management and Strategic Leadership

- Overall responsibility for the design, planning and effective delivery of the company's Creative Learning programme
- Contribute to the strategic direction of the Creative Learning programme alongside the Joint CEOs, responding to local and national priorities for children and young people
- Lead and manage the Creative Learning team
- Lead on the recruitment, contracting and management of freelance staff, including professional development
- Undertake the role of Designated Safeguarding Lead and take responsibility for developing, implementing and monitoring the organisation's safeguarding policies and practices, supported by the Joint CEOs and Safeguarding Trustee
- Overall responsibility for the company's DBS records and procedures, alongside the Deputy Designated Safeguarding Lead
- Seek opportunities for participatory projects with schools, children's centres, colleges, community groups etc., in line with company strategy
- Agree contract terms with project partners and draft letters of agreement
- Devise projects and opportunities in connection to the professional programme
- Oversee the work experience and volunteering programmes

Partnership development, advocacy and publicity

- Keep abreast of local and national developments in education, the curriculum and related practices and in arts engagement policy and practice
- Develop, foster and maintain mutually beneficial relationships with key stakeholders in the arts, education and community sectors
- Represent Half Moon at events/conferences/meetings/ forums as required
- Work with the Communications Manager on marketing and PR for the participatory projects



Key Responsibilities (continued)

Finance and fundraising

- Create and manage project budgets across the Creative Learning portfolio
- Work with the Executive Director in raising funds to support the Creative Learning programme from public, community and commercial sources
- Draft reports for funders

Administration and data

- Lead on the company's Creative Learning impact measurement procedures
- Oversee the administration of participant and freelance contact databases
- Contribute to quarterly reporting to the Board of Trustees

Other

Other duties as reasonably required by the Joint CEOs

General Responsibilities (alongside all Half Moon staff)

- Uphold Half Moon's core values as an accessible and inclusive venue and organisation
- Support with the front of house function – answering the phone, taking box office calls, ushering
- Commitment to Green Half Moon and to sustainable practices in project delivery



Person specification

Essential

- Experience of working in arts-related learning, participation, education or community engagement environments
- Proven track record of devising/producing/delivering successful engagement and participation projects with children and young people
- Experience of brokering partnerships and devising projects with schools, third sector, local authority teams etc.
- Ability to think strategically and adopt a reflective practice
- A demonstrable commitment to Equality, Diversity and Inclusion and experience of delivering inclusive projects
- A confident public speaker, able to present and advocate at all levels and the ability to build and maintain effective relationships with stakeholders
- Strong written communication skills, including report writing
- Knowledge of current safeguarding good practice
- Experience of staff management
- Experience of successful budget management
- Experience of monitoring and assuring quality in participatory arts programmes
- Fully IT literate
- Experience of working in a fast paced environment, juggling multiple projects at once



Key Responsibilities (continued)

Desirable

- Knowledge/experience of the context of the London Borough of Tower Hamlets or similar urban environment
- Knowledge/experience of Applied Theatre practice
- Previous experience as a theatre/arts facilitator
- Previous experience working in an arts venue
- Good understanding of the education sector and the curriculum
- Experience of contributing to fundraising, including drafting applications and writing reports



Summary of Main Terms and Conditions

Location	Half Moon, 43 White Horse Road, London E1 0ND
Salary	£40,000-£45,000 per annum, plus pension contribution
Holidays	25 days per annum + statutory bank holidays. Where possible, the office is closed between Christmas and New Year; this is additional to the annual holiday entitlement.
Hours	40 hours per week (including a one-hour paid lunchbreak each day), usually Monday to Friday. The post holder will be expected to work flexible hours in line with the theatre's opening hours including some Saturdays and some weekday evenings. No overtime will be paid for any additional hours worked but time off in lieu will be given. Given the size of the team and the fact that Half Moon is a public building with long opening hours, this is a full time in-person venue-based role. However, we recognise that home working might need to be arranged on occasion.
Probation	6 months, during which time 2 week's notice is required by both parties
Subsequent Notice Period:	3 months from both parties
Terms	The successful applicant will need to provide official documentation to confirm that they have the right to work in the UK and undergo an advanced check with the Disclosures and Barring Service.

How to apply

Please email a current CV, including details of two referees, and covering letter explaining why you are interested in the post and how you meet the requirements of the person specification (maximum 3 sides of A4), to Bradley Travis (Artistic Director/Joint CEO): bradley@halfmoon.org.uk

Please also complete the online Equal Opportunities Monitoring form* via this link: https://bit.ly/hm-recruitment

We are an equal opportunities employer and recognise the importance and advantages of diverse workplaces and communities. We welcome applications from all backgrounds. Half Moon is a fully accessible building.

If you would prefer, we are very happy to receive applications in formats and styles that suit your needs (i.e. an audio file, visual file or in a writing style that suits).

Recruitment timetable

Mon 26 Oct | 10am	Application deadline
Fri 30 Oct | by end of day	Shortlisted candidates invited to interview
Thu 5 Nov	First round interviews
Mon 16 Nov	Second round interviews

*Half Moon is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us achieve this aim we ask you to complete the online monitoring form when you apply. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and is not used as part of the recruitment assessment process.

disability confident EMPLOYER

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Supported using public funding by ARTS COUNCIL ENGLAND

