

July 2024

Dear Applicant,

Learning & Participation Assistant

Thank you for your interest in the above post. Please find enclosed the following:

- A job description
- A person specification
- Application Form
- Supporting information pack - About Us, Competencies, Mission and Objectives, CoreValues, why join us?
- An Equal Opportunities monitoring form

Please refer to our website www.cornexchangenew.com for further information on our organisation and its activities.

If you wish to apply for the position, please send a covering letter, no longer than two sides of A4, with a copy of your CV and return to me either by post or via email recruitment@cornexchangenew.co.uk.

Please note that the successful applicant will be subject to an enhanced DBS check.

The Corn Exchange recognises the positive value of diversity, promotes equality and challenges discrimination and we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled candidates and those from Black, Asian and Minority Ethnic [BAME] backgrounds as they are currently under-represented within our staff team.

Candidates are shortlisted on the extent to which they meet the criteria in the person specification and job description. Please ensure you address these criteria and give evidence to demonstrate you have the skills, knowledge and experience required.

Yours faithfully,

Helen Bonner
Learning and Participation Manager

CORN EXCHANGE

Market Place | Newbury
Berkshire | RG14 56D

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Facsimile 01635 582223

Email admin@cornexchangenew.co.uk
www.cornexchangenew.co.uk

The Corn Exchange (Newbury) Trust is a
company limited guarantee 3908975,
Registered charity 1090567
VAT Registered 721 5990 12.

Job Title: Learning and Participation Assistant

Reports to: Learning and Participation Manager

Salary: £22,101

Hours: Full-Time, 37 hours per week [including some evenings and weekends]

Join Our Team and Make a Difference with L&P

As a busy Learning & Participation team and the Corn Exchange Newbury, we are dedicated to creating impactful and enriching experiences for our community through various projects and initiatives. These programs highlight our commitment to encouraging and promoting creativity, enjoyment and personal development through the arts across all age groups.

Join our dynamic team and be part of our exciting journey!

Job Purpose

- Oversee daily operations of the Learning and Participation activity, ensuring high standards in delivery, resources, and evaluation
- Coordinate the department diary to ensure smooth delivery of outreach programmes
- Meet and greet practitioners and participants, provide necessary resources, and set up spaces as required
- Support the updating of budget, freelance contracts and settlement information.
- Handle booking sheets, agreements, invoicing, and other administrative duties
- Support practical activities, including holiday events and supervision of young people
- Assist the coordination of work experience placements, including scheduling and interviewing candidates
- Maintain accurate records and assist with reporting
- Facilitate communication between departments, especially with Marketing and Front of House
- Support one-off and programme-linked projects.
- Provide administrative support for Youth Theatre and other performance projects

Main Duties and Responsibilities

- Administration across all activities of the Learning & Participation team
- Maintain departmental contact lists
- Assist in organising and delivering events and performances
- Handle emergency contacts, permissions, and consent for work with children and vulnerable adults
- Be an ambassador for the Corn Exchange
- Serve as the first point of contact for tutors and freelancers regarding class scheduling
- Contract all Freelance Practitioners for class delivery and courses in the Learning Centre
- Support the recruitment of freelance tutors and volunteers
- Monitor event sales figures and report changes
- Handle settlements and invoicing, ensuring participant payments
- Support performances for specific audience groups or those with disabilities
- Provide administrative support for evaluating Learning and Participation activities
- Ensure the Learning Centre is prepared for classes
- Monitor email inboxes and the department calendar
- Maintain the accuracy of relevant website pages
- Support the L&P Manager with programming activities
- Work with the Marketing team to provide content for the department's social media presence
- Maintain risk assessment records and ensure activities comply with Health and Safety, GDPR and Safeguarding policies.

Person Specification

Key attributes to this role include being proactive, enthusiastic, and a confident communicator. Excellent time management, organisational skills, and attention to detail are essential. Candidates should enjoy problem-solving, have a high-performance standard, work well independently, and learn systems quickly.

Essential Skills

- Interest in the arts and community engagement
- Excellent computer literacy with Outlook, Word, and Excel
- Diary management and maintaining records
- Ability to manage a diverse workload and multiple deadlines
- Confident phone manner
- Desire to learn about arts organisation operations

Additional Benefits

20% discount in the café and bar

Free theatre and film tickets

Free access to our small car park