**Position: Participation Co-ordinator**

**Job Recruitment Pack**

Dear candidate

Thank you for your interest in the position of Participation Coordinator (Maternity Cover). This is an exciting opportunity to join the company for a period of one year from September 2025.

Participation work is a vital element of the company's work, and we are proud of the wide range of opportunities we offer people to engage with the arts, and how those opportunities intertwine with other elements and sectors in our society such as education, and health and wellbeing.

In recent years, our participation activity has included:

* Workshops for primary and secondary schools linked to the company's productions, such as Swyn, Dawns y Ceirw and Ie, Ie, Ie.
* A programme of audience development work to support productions, which includes facilitating pre- or post-show talks at venues, and collaborating with key partners
* A programme of work to support Welsh learners and new speakers, including workshops, talks and supporting the facilitation of the Centre for Learning Welsh.
* Establish a group of Young Advisors who advise us on our participation, marketing,

creative development and productions.

* Ar y Dibyn - creative workshops and talks, across Wales, face-to-face and online, to support those affected by addiction.
* Criw Creu – providing opportunities for young people with additional teaching needs and young offenders to collaborate with experienced artists to create creative work
* Working with Ashtar Theatre – a collaborative project with Ashtar Theatre that gives young participants from Wales and Palestine the opportunity to take part in a series of workshops, with the aim of highlighting youth voices and fostering intercultural understanding.
* Collaborating with National Youth Arts Wales on the annual Youth Theatre production.
* Collaborating with the Urdd to support the work of Y Cwmni and provide backstage workshops.

In this role you will have the opportunity to be involved in the planning process for the 2026 participation programme as well as co-ordinating the programme of activities for 2025. Collaboration and maintaining relationships are absolutely key and in this role, there will be an opportunity to collaborate with a wide range of partners and participants, and make new connections.

We know how powerful the arts can be and how they can change people's lives for the better – and that's especially true for participatory work. More information about the job and the company can be found in the pack. If there is anything you would like to discuss further, please do not hesitate to contact us.

Angharad Jones Leefe

Executive Director

**THE COMPANY**

Creating Welsh-language theatre as a place of connection for the well-known and the unexpected, for Welshness and the world, for the big conversations and the joyful moments.

Theatr Cymru creates and delivers theatre productions that aim to entertain, excite and captivate our audiences and ignite their imaginations. We also provide development opportunities that will nurture and inspire the next generation of Welsh theatre artists and offer creative opportunities for people across Wales to experience the transformative impact of the arts.

As a national company, we aim to demonstrate leadership within the sector, nurture and develop talent, maximise partnership and collaboration opportunities, develop and increase international relations, and reach the widest possible audiences.

It has been over twenty years since the company was established in 2003 and has been based in Carmarthen since 2008. A new Artistic Director – Steffan Donnelly – was appointed in 2022, and he and Angharad Jones Leefe, the Executive Director, are joint Chief Executives.

The company has an average of 15 salaried staff, but the number varies slightly depending on fixed term contracts. Creating a positive and productive working environment is very important to us as a company, and we provide support to our staff so that they feel they can undertake their work to the best of their ability. We offer a range of flexible working options, including a flexible hours scheme, part-time working and working from home. The wellbeing of our staff is paramount to us, and so a range of internal measures have been introduced to protect staff and try to ensure a healthy work-life balance.

The creation and staging of theatre productions is the company's main body of work and an annual programme usually consists of around 4 productions, at least two of which tour nationally. The productions vary but are usually medium or small scale. Venues we visit regularly include Sherman Theatre in Cardiff, Ffwrnes in Llanelli, Aberystwyth Arts Centre, Theatr Clwyd in Mold, Galeri Caernarfon, and Pontio in Bangor. Occasionally, the company stages site-specific productions, and in the past venues have included Caerphilly Castle, Tomen y Mur and Carmarthenshire County Museum in Abergwili. We also present work at the National Eisteddfod annually.

In the past year the company has been nominated for a Producer of the Year award from The Stage, and won a UK Theatre Excellence in Touring award for the production Parti Priodas. The production of Rhinoseros was named one of the 50 best dramas of 2023 by The Stage and Angharad Jones Leefe and Steffan Donnelly, the company's Co-CEOs, appeared on The Stage 100 list.

As well as productions, the company has a programme of activities that includes artistic research and development projects, and participation activities, ranging from workshops to schools, to health and wellbeing projects.

Freelancers are an all-important part of the ecology of our sector and so building and maintaining effective and supportive relationships with freelancers is vital to our success as a company. We also work with a range of other companies and organisations to carry out our work. These include other production companies; performance venues; Mentrau Iaith; Urdd Gobaith Cymru; Literature Wales; S4C; the National Centre for Learning Welsh; the National Eisteddfod; WJEC; schools and universities; health boards and local authorities; and more.

The company has a clear focus on increasing the inclusiveness of our activities, and this permeates all of the company's work – from ensuring an accessible experience for diverse audiences to offering work and participation opportunities that appeal to a diverse range of people, ensuring that they are promoted in transparent and open ways.

**Job details**

**Title:** Participation Co-ordinator (Maternity Cover)

**Salary:** £32,887 per annum

**Period:** 12 months from 1st September 2025

**Hours:** 37.5 hours per week. We are willing to consider requests for part-time working.

**Reporting to:**  Director of Producing

**Location:** Thecompany’s headquarters is in Carmarthen, but we offer a range of flexible working arrangements, including a hybrid working arrangement which involves a combination of working in the office and working from home. The exact arrangement would be discussed and agreed with the successful candidate.

**Entitlement to Annual Leave:** 25 days + public holidays + 2 company days at Christmas

**Key responsibilities:**

* **Participation Work:** Assisting the Director of Producing in developing and implementing the company's participation strategy
* **Developing audiences and building relationships:** Identify ways to develop audiences into the company's work, and collaborate with partners to design and maintain participation activity
* **Data collection, evaluation and communication:** Gather information to evaluate the company's participation activities, and raise awareness of the work through external communication and sharing key messages and case studies
* **Fundraising:** Supporting the implementation of the company's fundraising strategy
* **Inclusion:** Supporting the work of ensuring inclusion, diversity and representation across the company's work programme, whether artists, themes or participants.

More information about the tasks relating to the above responsibilities can be found in the full job description at the end of this document.

You will work closely with other team members to ensure that there is a strong connection between the participatory activity and the company's artistic programme. You will also work with the marketing team to raise awareness of the participation activities externally.

**What are we looking for?**

We're keen to hear from you if you:

* enjoy working with a wide range of groups and communities
* have had experience of co-ordinating a project with a community group
* are passionate about providing people with access to arts activities
* are fully committed to improving equality, diversity and inclusion in a practical manner.

When applying for this position, we want you to show that you:

* can organise and manage a portfolio of activities
* are able to work independently and collectively as part of a team
* are able to communicate and work through the medium of Welsh and English to a high standard – both orally and in writing
* are confident with information technology, ideally with Microsoft Office including Word, Excel and Teams
* are good at prioritising, workload management and problem solving
* take pride in your work and approach it with a positive and constructive attitude

It would be advantageous, but not necessary, if you have experience of implementing and administering participation projects, and a good awareness of the Welsh arts sector.

Further information on the skills and information required for this post can be found in the Person Specification at the end of this document.

**Responsibilities**

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| **Participation Work**  Assisting the Director of Producing in developing and implementing the company's participation strategy |
| * Assist the Director of Producing in formulating a programme of participatory work that supports and aligns with the company's strategic goals, with the aim of achieving the target for the number of participants set out in the company's Business Plan. * Conduct research on new participation projects that engage diverse participants in different ways. * Play a key role in ensuring that the company's strategy and participation activity responds to the needs and views of our participants. * To ensure an overview of participation work within a Welsh context and beyond. * Ensure up-to-date information on participatory practice, sharing good practice and working within good practice guidelines * Conducting presentations, training sessions and workshops. * Plan, lead and execute participatory projects including schedules, budgeting and agreement, with the support of the Director of Producing. * Identify a network of artists and freelance facilitators to support the company's participatory work programme and manage the working relationship with them where appropriate. |

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| **Developing audiences and building relationships**  Identify ways to develop audiences for the company's work, and collaborate with partners to shape and sustain participation activity |
| * Maintain and develop existing collaboration partnerships and seek new collaboration partnerships within and outside the theatre industry. * Collaborate with venue participation officers, where applicable. |

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| **Data Collection, Evaluation and Communication**  Gather information to evaluate the company's participation activities, and raise awareness of the work through external communication and sharing key messages and case studies |
| * Evaluate participatory activities to assess achievement and achieve objectives. * Collect and present data and information about the activities, including the numbers of participants. * Co-ordinate project evaluation meetings and deliver an evaluation report for each activity, ensuring that learning opportunities are identified and applied to the planning and delivery of future activities. * Collaborate with the Marketing Department to raise the profile of the Company's activities, including the creation of promotional films and case studies. * Communicate constantly with the rest of the company's staff about the participatory activities. |

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| **Fundraising**  Supporting the implementation of the company's fundraising strategy |
| * Explore and input into the creative process when applying for grant applications. * Identify sources of income and partners for the work. |

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| **Inclusion**  To support the work of ensuring inclusion, diversity and representation across the company's programme of work, whether it be artists, themes or participants. |
| * Implement the company's recruitment policies and processes in relation to participatory projects. * Ensure that any activities are inclusive and accessible. * Consider diversity and representation, and the needs of different groups and communities, when formulating and organising activities. |

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| **Other** |
| * In cooperation with other members of staff, implement the company's administrative and organisational systems. * Undertake other reasonable duties at the request of the Director of Producing. |

**Person Specification**

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|  | **Essential** | **Desirable** |
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| **Experience** | | |
| Experience of implementing and co-ordinating a project with community groups | ü |  |
| Evidence of working with communities | ü |  |
| Experience of implementing and administering participation projects |  | ü |
| Experience of working with hard-to-reach or under-represented groups or communities |  | ü |
| **Knowledge** | | |
| A good awareness of the Welsh arts sector |  | ü |
| **Skills** | | |
| Ability to organise and manage a portfolio of activities | ü |  |
| Ability to work independently and collaboratively as part of a team | ü |  |
| Ability to communicate and work through the medium of Welsh | ü |  |
| Confident with information technology, ideally with Microsoft Office including Word, Excel and Teams | ü |  |
| Take pride in your work and approach it with a positive and constructive attitude | ü |  |
| Ready to learn and open to change | ü |  |
| Responds positively to different perspectives | ü |  |

**To apply:**

* Fill in the application form

OR

* Submit a short video of yourself, answering the questions set out on the application form.

If you have any questions about the post, need any help with applying, or would like a different format, please contact us directly by emailing [angharad.leefe@theatr.com](mailto:angharad.leefe@theatr.com) or calling 07903 842554.

Theatr Cymru uses the social model of disability, recognising that some people experience disabling barriers. We will interview any disabled candidate who meets the criteria for the post, and we are committed to supporting any entry requirements at an interview, or thereafter if the candidate is appointed.

All applicants must complete an Equal Opportunities Monitoring Form.

**Access / Support**

All information technology equipment required for the post will be provided by Theatr Cymru.

Our offices in Carmarthen are fully wheelchair accessible.

Theatr Cymru can support the post holder with an Access to Work application to ensure support based on your needs. This could include a grant to help cover the costs of practical support in the workplace or at home, support to travel to and from work, support worker services and/or mental health support. For more information, visit <https://www.gov.uk/access-to-work>

Theatr Cymru is open to discussing any additional support/resources you may need during the application process, or after recruitment to the post, to enable you to do your best work. This will not affect how qualified you are for the job or the strength of your application. For an informal chat for additional support, please contact Angharad Leefe by emailing [angharad.leefe@theatr.com](mailto:angharad.leefe@theatr.com) or calling 07903 842554.