



THEATRE
PECKHAM



CULTURAL LEADER

Job Title: Cultural Leader

Responsible to: Project Manager

Work closely with: Project Manager, Volunteers and Evaluator

Purpose of Role: The Cultural Leader will support the project manager in the day-to-day operations and running of the Poetic Relief project, communicating with the evaluator, young people, and facilitators; as well as supporting the daily operations of Poetic Unity, Black Cultural Archives or Theatre Peckham.

Principal responsibilities:

- Events and programmes: Lead and co-facilitate Poetic Relief workshops and events with chief executive. Undertake reporting of important information at each programme such as but not limited to number of attendees, audience, feedback forms, testimonials, and forward information to the evaluator after each session.
- Project manager, evaluator, and volunteers: Be the point of contact for project manager, evaluator, and volunteers for day-to-day enquiries / questions. Attend all Poetic Relief team meetings and take meeting notes.
- They will support the project manager with other admin tasks including but not limited to drafting emails, liaising with partners, social media, case studies and developing programmes.
- Support with all programmes related to the Poetic Relief project.
- Undertake any necessary training and workshops related to the role.
- Undertaking other duties as may be reasonably required e.g. being a chaperone at events or helping to publicise the charities activities.
- At all times carry out duties and responsibilities with regard to the charities policies and procedures, details of which are available from the Company Administrator.

Essential skills include:

IT Literate (specifically Office 365, Word and Excel)

Good written and verbal communication skills

A strong interest in working with Young people and the wider community

A strong understanding of the needs of the community

A natural collaborator who will fit into a close-knit company with ease, humour and confidence

Flexible and adaptable approach, including being available for weekend/evening commitments

Resilient, robust and personable

Ability to use own initiative and also work as part of a team

Creative problem solving



This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment. They do not need previous experience in working in the arts but should have a passion for Poetic Unity, Black Cultural Archives and Theatre Peckham's values. Ideally the candidate has proven experience working with children and young people and dealing with enquires in a customer facing role. This role implies working with children and young people. It is compulsory to have an Enhanced DBS check (no older than 2 years).

Terms:

Work addresses: Black Cultural Archives, 1 Windrush Square, London, SW2 1EF and Theatre Peckham, 221 Havil Street, London SE5 7SB
The post is offered for a 6-month fixed term starting Monday 4th September 2023.

Salary:

Salary: London Living Wage (currently £11.95 per hour)
Either 8-16 hours per week (dependant on the organisation you join) worked Monday – Friday (usually 2-4 days a week which will vary each week.) This role consists primarily of evening work between 6pm-9.30pm with occasional work during daytime hours (10am-6pm.) You will be required to occasionally work on weekends due to the nature of the role.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Poetic Unity, Theatre Peckham and Black Cultural Archives are family friendly employers and can consider flexible working hours to suit the successful candidate.