

# JOB VACANCY

## Community & Education Manager 2026

### ABOUT HERTS INCLUSIVE THEATRE

Herts Inclusive Theatre (HIT) uses the arts and wellbeing practices to build confidence, develop skills and give participants and their families memorable, enjoyable life experiences where everyone is encouraged, valued, supported and has their part to play.

**We believe** that everyone should have opportunities to enhance their lives through creative and educational activities in environments that are positive and welcoming to all, regardless of people's background or abilities.

**We aim** to improve the well-being of people, particularly children and young people, and those who are disadvantaged or disabled, by using the arts to build confidence and develop skills in an inclusive, fun, creative space.

**We achieve** this by providing regular drama activities and performance opportunities for children, young people, and adults. Using a wide range of inclusive theatre practices, we encourage and nurture people of all abilities to reach their full potential. Our drama activities are open to all, particularly welcoming disabled people and those experiencing various kinds of disadvantage.

**We live our values**, striving to ensure that everything we do and everyone we interact with, whether colleague, participant, funder, or partner, experiences them. We are:

- **Inclusive** – An organisation that is free from judgement, supportive and accessible, a place where we are considerate to everyone's needs.
- **Creative** – An organisation that places creativity at its heart, letting everyone express themselves, and encouraging imaginations to be free.
- **Friendly** – An organisation that is welcoming, where friendships can be fostered and a real sense of community is created.
- **Caring** – An organisation that listens and is responsive to what we hear, valuing everyone's contribution.

### COMMUNITY & EDUCATION MANAGER

**Job Title** – Community & Education Manager

**Reports to** – CEO

**Responsible for** – Freelance contracts and any relevant volunteers

### Job Summary

We are seeking a Community & Education Manager to join our small team of passionate individuals who create arts experiences that are truly inclusive and open to all. Your primary responsibility will be finding, managing, and evaluating community projects with councils and other organisations. In addition to managing the Speech Bubbles programme and other school project work. Co-managing the staff, freelancers, and volunteers' annual training programme. We are looking for someone with a willingness to 'muck in' when needed to support colleagues.

HIT is a small charity with staff, freelance creatives, and trustees all highly dedicated and motivated by the big impact they know and see that HIT has on its participants: the fun, fulfilment, friendships, confidence, and sense of belonging that may be lacking elsewhere in their lives. Joining the HIT team is a chance to use your skills to make this impact and help HIT prosper and grow.

Herts  
Inclusive  
Theatre



## Terms of Employment

**Hours:** The post will be for 20 hours per week, which can be worked over three or four days. The post will include 'out of hours' morning, evening and weekend work for which an informal TOIL system operates.

**Salary:** £28,000 Full time (£14,000 Pro rata equivalent for 20hrs per week)

**Period of Contract:** Permanent

**Notice Period: 2 weeks during probation period.** On satisfactory completion of probation period, the notice period is increased to 1 month.

**Holiday:** 28 days per annum, inclusive of bank holidays (This is offered on a Pro rata basis) plus an additional day per year (up to 5 years) after 3 years of continuous service. Bonus holiday between Christmas and New Year.

**Pension:** HIT Pension is managed by NEST and taken under the qualifying earnings scheme. 5% of your qualifying earnings is paid into your pension pot. HIT pays 3% on top. You will be auto-enrolled in the pension scheme after 3 months; there is an option to opt out of the pension scheme.

**Place of work:** The HIT Office is based at Trestle Arts Base, Russet Drive, St Albans, AL4 0JQ. It is expected that the main place of work is the HIT office, but flexible and hybrid working is available on request.

The role requires the applicant to regularly visit workshop and performance venues around Hertfordshire and North London.

**DBS Check:** The successful candidate will need to hold a current enhanced DBS (Disclosure and Barring Service) check or be willing to undergo one.

## Duties & Responsibilities

These include, but are not limited to

### Community & Education

- Research and identify relevant opportunities to develop and build income through community and school projects
- Maintain existing and build new relationships with local authorities, community groups, other charities and schools across Hertfordshire and the surrounding areas
- Manage, implement and develop HIT's delivery and partnership with the Speech Bubbles programme
- Prepare, monitor and update the programme budgets, ensuring activities are kept within budget
- Research and attend networking events in order to build relevant relationships
- Build new relationships with education units, colleges, universities and local authorities
- Keep CRM databases up to date with records of interactions with external organisations & schools
- Ensure community leaders, local authorities and schools are invited to attend HIT productions and events



**Cont.**

- Support the Fundraising Manager with the research and writing of compelling grant proposals for relevant community work
- Monitor and evaluate community and school projects, including writing reports for funders and local authorities
- Support the Creative Participation Manager with the management and development of the company's pool of freelance contractors and the company's annual contractor and volunteer training programme
- Act as Deputy Safeguarding Lead, and deputise for the Lead in their absence

**General**

- Support the development and delivery of a creative programme in line with the company's vision and mission statements and aims and objectives, and within given resources.
- Keep staff, contractors, trustees and volunteers up to date on relevant community and education news and progress e.g. through attendance at monthly staff meetings and inputting into quarterly board reports
- Share and be aware of HIT's online and social media presence and work with the external marketing agency on raising awareness of HIT
- Support the CEO, to ensure that the company conforms to all financial, legal, statutory and contractual requirements.
- Represent the charity and act as a positive advocate for its work with partners and other relevant organisations
- Work alongside volunteers in a fair, equitable and effective manner
- Attend relevant training and development opportunities
- Help to ensure the company sets and maintains the highest possible standards in all areas
- Any other duties as the CEO may reasonably require within the remit of the Community and Education Manager.

**Person Specification**

Herts Inclusive Theatre has its values at its core, and we are looking for someone who feels they can support and live these values alongside the team.

We have inclusion at the heart of our organisation and encourage people from all backgrounds and perspectives to apply. We embrace our differences and know this makes for a great team. We endeavour to create a barrier free recruitment and work environment and will aim to make any reasonable adjustments to our recruitment and employment processes. If we can do anymore to assist with your accessibility needs, please contact us on 01727 221414 / [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk)

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly, and it may be subject to modification or amendment after consultation with the CEO and Board of Trustees.



To carry out the role you will need:

- Good planning, organisational and communication skills
- To be a confident networker
- Previous experience of working with community groups and local authorities (desirable)
- Previous experience or knowledge of community arts projects (desirable)
- Be able to plan, organise and prioritise day-to-day tasks
- To work as part of a team
- Previous supervision or management experience
- To be confident in using a computer, including Microsoft Office
- Be able to communicate either verbally or written in a clear manner
- The ability to relate to children, young people and adults of all abilities
- Work under pressure, to deadlines and stay calm
- Transport yourself and equipment between the office and various venues
- An interest in learning about inclusive and participatory arts

The successful applicant will need to show in their application, with relevant examples, previous experience of doing the tasks and responsibilities set out in the Job Description. This role involves a substantial amount of reading and writing. It also involves some travel between the office, workshop, performance and event venues. We will always be flexible and adaptable so our staff can do things in ways that work for them – e.g. if you use assistive technologies, please tell us, we're always interested to learn about more accessible and inclusive ways to work. We understand that childcare and other caring responsibilities may need to be managed alongside work and will always be flexible to accommodate this.

There are many reasons to work for Herts Inclusive Theatre. We offer:

- Flexible working hours
- Hybrid home and office working
- Professional development
- An accessible, inclusive, and welcoming work environment
- 28 days' holiday + an additional day per year (up to 5 years after 3 years of continuous service)
- Bonus holiday between Christmas and New Year
- 3% employer pension contribution

#### How to Apply

Please email [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk) for an application form.

Please let us know if you would prefer to communicate your application in a different format (for example, video)

To apply, please send your completed application for the attention of Caroline England, CEO, to [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk), or call 01727 221414 to speak to someone

**Deadline for applications is 10am on Tuesday, 27th January 2026. Interviews will take place on Thursday, 29<sup>th</sup> January 2026.**

