

WORKING WITH US!

Help Wiltshire Creative achieve the vision of enriching the cultural and creative life of Salisbury and Wiltshire.



**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIVE

**SALISBURY
INTERNATIONAL
ARTS FESTIVAL**
PART OF WILTSHIRE CREATIVE

INCORPORATING

**SALISBURY
PLAYHOUSES**
PART OF WILTSHIRE CREATIVE

About Wiltshire Creative

Wiltshire Creative is a multi-arts organisation that brings together the energy and ambition of Salisbury Playhouse, Salisbury International Arts Festival and Salisbury Arts Centre. It is an ambitious and innovative joint arts offer that secures a bright future for audiences, artists and participants.

Our Vision

To enrich the cultural and creative life of Salisbury and Wiltshire.

Our Mission

To create and present a dynamic and inclusive range of cultural experiences for the people of Salisbury, Wiltshire and beyond, including our role as a Southwest hub for talent development and learning and participation.

Our Values

Creative, Inclusive and Ethical

You can find out more about us through our website and social media channels: <https://www.wiltshirecreative.co.uk/>

Follow us: @WiltsCreative



About the role

Job Title:	EDUCATION OFFICER (FIXED TERM - MATERNITY COVER)
Responsible to:	TAKE PART DIRECTOR
Main relationships:	TAKE PART PRODUCER; TAKE PART COORDINATOR; COMMUNITY RELATIONSHIPS OFFICER; YOUTH THEATRE LEADER; FREELANCE ARTISTS; SCHOOLS AND EDUCATION SETTINGS

The Education Officer is responsible for planning and delivering a programme of activity designed to support creative education in schools and education settings. The role will combine planning and delivery and is key to building strong and positive relationships with school staff and young people.

2025/26 major projects include:

- Beginners Please!
- Primary Schools' performance project
- Romeo & Juliet Secondary School Workshops
- Romeo and Juliet Digital Drama Resources project
- Schools & Early Years setting workshops
- Creative Careers Week & Day
- Sarum Academy After School Drama

This role would suit an individual who is a good communicator, with versatile facilitation skills and has a passion for teaching creativity. The successful candidate will have a skillset including performing arts and in-school delivery but may be a multi-disciplinary practitioner.

Key responsibilities

Planning, Delivery and Evaluation

- To plan and deliver high-quality, collaborative and inclusive education workshops and projects, within the agreed delivery plan, supported by the Take Part Director and Take Part team
- To gather quantitative and qualitative data for effective evaluation as per the Take Part Evaluation framework
- To dynamically assess and evaluate all delivery work and proactively improve and amend plans and approaches accordingly
- To risk assess all delivery work and review and escalate all and any concerns
- To deliver additional Take Part sessions as directed by the Take Part Director, which may include Youth Theatre and Community work.
- To contribute to funding applications and reporting, in support of the work, as necessary

Engagement and Relationships

- To build relationships with, and develop an understanding of, local education establishments and the challenges they face
- To nurture and develop relationships with partner schools, supporting in addressing needs and inequalities
- To engage with children and young people in educational settings from early years to Further Education, creating clear learning pathways relating to the work of Wiltshire Creative
- To record a detailed picture of relationships with schools and teaching staff to aid planning and promotion
- Developing key teacher/staff relationships to develop and co-produce the programme

Advocacy and Best Practice

- To identify opportunities and ways of celebrating the work of the Take Part department in relation to your role
- To work collaboratively across the Take Part department to ensure a cohesive ethos for the department's work
- To ensure that diversity and inclusion are positively considered in all areas of work
- To maintain a keen awareness of developments in arts education and endeavour to ensure that Wiltshire Creative is leading in such areas
- To actively seek professional development and networking opportunities to keep up to date with themes and best practice in the sector
- To report and feed back to immediate colleagues and the wider organisation on developments with partners and maintain a high profile internally and externally for this area of work

General

- To always act in the best interests of Wiltshire Creative
- To take positive action to promote Equal Opportunities in all aspects of the work of Wiltshire Creative
- To agree to abide by Wiltshire Creative's policies, as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To maximise income and minimise expenditure wherever possible
- To be flexible and to undertake any other reasonable duties as requested by Management

About you

You will have experience of

- Working as a drama facilitator on learning and outreach projects using a range of facilitation techniques within arts and formal learning settings
- Delivering creative sessions/workshops with children and young people from early years to Key Stage 4 (Key stage 5 delivery also desirable)
- Communicating with and working alongside teachers and school leadership
- Devising the content and structure of creative projects and workshops

You will have

- A demonstrable understanding and passion for forward thinking, socially engaged arts practice
- A thorough knowledge of safeguarding issues, particularly in relation to vulnerable young people and those with special educational needs
- Up-to-date knowledge and understanding of the education system, its challenges and opportunities
- Good IT, organisational and presentation skills
- Enhanced DBS clearance or be willing for us to arrange one to be carried out

You are

- A highly articulate and strong collaborator, with a willingness to share skills and learn from others
- A confident and engaging workshop/session leader with the ability to engage participants with a range of needs and abilities
- Self-motivated, with the ability to work on your own initiative as well as part of a team
- Willing to work evenings and weekends when necessary

If you have experience/knowledge of the following, please let us know in your application

- Delivering creative and learning sessions related to Shakespeare
- Up to date English and Drama curriculum knowledge
- Arts Award delivery training

Terms and Conditions

Salary	£26,520 (£13,260 pro rata)
Type of Contract	Fixed Term - August 2025 - July 2026
Location	Salisbury (Playhouse or Arts Centre)
Hours of work	20 per week, to include Monday, Wednesday and Thursday afternoons
Holiday	28 days per annum (14 days pro rata) rising in line with length of service
Benefits	<ul style="list-style-type: none">• Wiltshire Creative offers a pension scheme through People's Pension, whereby contributions will be deducted from your salary and are currently matched by Wiltshire Creative up to 3% of salary. Wiltshire Creative is legally obliged to auto-enrol all eligible employees into this scheme after three months' employment, although the employee has the right to 'opt out'.• Complimentary tickets for in-house shows• Invitations to press nights• Occasional ticket offers on visiting shows• Discount in our bars and cafés• Opportunity for flexible working patterns• Wellbeing activities• Employee Assistance Programme• A fully trained team of Mental Health First Aiders• Training and development opportunities• Cyclescheme• Computer Scheme• Interest-free travel season ticket loans <p>Full details are available upon request.</p>

How to apply

The closing date for applications is Monday 30th June at 9am.

We will be holding interviews on Friday 4th July.

Thank you for your interest in this post. We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to fully participate in our recruitment process, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117, and they will be more than happy to help. Adjustments could include, but are not limited to,

- Providing the application pack in a different format (e.g. hard copy, PDF, large print, audio)
- Enabling you to submit your application in a different form (e.g. audio, video)
- Making arrangements to facilitate your participation in an interview should you be shortlisted

We are keen to have all ethnicities, faiths, genders, sexualities, and disabilities represented in our organisation, and actively encourage applications from people of all backgrounds. We guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy.

Before you apply

Please read the Job Description and Person Specification carefully before you apply and use these to inform your application. If you have any questions, or if you wish to have an informal conversation with us before applying, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117.

How to apply for this post

To apply, please complete our online application form. Please note that we will NOT accept CVs.

We are happy to accept applications in different formats as noted above. Please get in touch if you would like to discuss this.

Please also complete our [Equality, Diversity and Inclusion Monitoring Form](#). A hard copy of this form is available on request. We ask for this data to monitor who our job adverts are reaching and who is applying for our roles. The data submitted is completely anonymous and will only be seen by the administration team and used to analyse the progress of our Equal Opportunities policy. Your answers will not be linked to your application form in any way and will not be seen by the shortlisting or interview panels.

What Next?

Shortlisted candidates will be invited to an interview. We will be holding interviews on Friday 4th July.

After the interviews, the selected candidate will be contacted and a conditional offer of employment will be made, subject to satisfactory references. Assuming we haven't done so already, we will then contact your referees and keep you updated of the progress. We will endeavour to inform you within 3 weeks of the closing date if your application has not been successful.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely, with access restricted to those involved in dealing with your application as part of the recruitment process. Your application will be kept on file for a maximum of six months, and then destroyed.

Should any job opportunities for which we think you may be suitable arise within the six-month period, we may send you details about the vacancy. We may also contact you for feedback on our recruitment processes.