

COMMUNITY ENGAGEMENT LEAD RECRUITMENT PACK

Contract type: Fixed term to October 2027

Hours: Part time - 3 days per week / Staff position or self-employed freelance contract

Salary: £27,000 (FTE)

Benefits: Generous annual leave package plus day off for your birthday, staff training and development, staff socials, and complimentary theatre tickets.

Deadline for Applications: Noon Monday 14th September 2026

Interviews: Week beginning 21st September 2026

HELLO!

WELCOME

Thank you for your interest in this vacancy with Burnley Youth Theatre. We are delighted that you are keen to know more. Within this pack you will find more information about Burnley Youth Theatre, the role of Community Engagement Lead and the process you need to complete if you are interested in working with us.

GOOD THINGS ARE HAPPENING IN BURNLEY

Burnley Youth Theatre is a nationally renowned youth theatre based in our own purpose built theatre venue, nestled in East Lancashire woodland. We're renowned for our workshops, youth productions, school and community touring productions, our professional theatre programme and Edinburgh Fringe shows.

We're a much loved jewel in Burnley's crown thanks to the work we do in schools and with community groups. Thanks to funding from The National Lottery 'Reaching Communities Fund,' we're investing more in our community programme. This 3 year project kicks off just as the town prepares itself to celebrate Burnley Year of Culture 2027.

We need a Community Engagement Lead to help us bring the project to life, help us develop new ways of working, cement community partnerships and change young people's lives.

'Young Community' will deliver longer-term outreach engagement across Burnley with young people aged 11-18 experiencing poverty, special educational needs and/or racial discrimination.

Our project will build young people's skills, develop their confidence, encourage them to express themselves creatively, improve their mental health, empower them to have a voice and make a change in their community.

The role will facilitate bringing creativity to community spaces as a tool to explore and tackle issues and challenges that young people in Burnley face. 'Young Community' will build young people's skills, develop their confidence, encourage them to express themselves, improve their mental health and empower them to have a voice and make a change in their community.

With the right support we hope they will play a role in helping make Burnley's Year of Culture 2027 a great success. We need someone who is equally at home in the room with young people as they are at planning multiple activities across several locations for them at any one time.

The role would be best suited to an individual who has workshop delivery experience and also experience of project management. We encourage applications from individuals who might be stronger in one area and open to development opportunities.

If you are passionate about how engagement with the arts can change the lives of young people and families we want to hear from you!

Through this recruitment process we are especially keen to hear from applicants who have a lived experience of being marginalised and we value experiences that can help us remove barriers to engagement within our organisation. We will provide a warm welcome to you and support you in the role with a full induction programme.

No two days are the same at Burnley Youth Theatre, it is a dynamic and exciting place to work and during your time with us you will be supported to develop your career and next steps.

This role can be offered as a part time (3 days) staff position or as a freelance opportunity. Please state your preference when applying for the role.

The team and I are all looking forward to hearing from you.

David Allen (He/ Him)
Artistic Director / CEO

WHO WE ARE

We are a purpose built youth theatre set within beautiful woodland. We produce and programme pioneering work with, by and for children, young people and their families.

Enriching the lives of individuals and our community.

Burnley Youth Theatre was established in 1973. Over the past 49 years, the organisation has grown from a small local voluntary organisation to a nationally well-respected charity and we continue to go from strength to strength.

We operate from two purpose-built venues, our main Burnley Youth Theatre venue (built in 2005) and the Moira Preston building (built in 2014). Our facilities include a 158-seat theatre, 3 studio spaces and 2 outdoor performance spaces.

We are a part of the Arts Council England National Portfolio and receive regular funding from them alongside support from funders such as The National Lottery Reaching Communities Fund, The Eric and Margaret Kinder Charitable Trust and Burnley Borough Council

We are fortunate to have these regular sources of funding alongside the regular donations that we receive from our participants, their families and our local community.

“ Burnley Youth Theatre is an inclusive, supportive and fantastic organisation to work for. Throughout my time working on the team, senior management supported my growth and gave me opportunities for continued professional development. ”

Past Employee



VISION, MISSION & VALUES

We are passionate about the arts and working with children and young people and our vision, mission and values underpin all of the work that we do.

Our Vision is that all children and young people will access high quality arts and culture.

Our Mission is to creatively inspire and challenge young people to take their next steps.

Our Values are contained within the following value statements:

- We provide multiple opportunities and points of access for children and young people to high quality arts and cultural activity through participation, through education, as young artists and as audience members for professional theatre.
- We open up possibilities for young people and families across the performing and other arts, and act as a gateway to the wider cultural sector.
- We enable children and young people to become independent creative thinkers who will show us where we need to go next.



OUR CORE PROGRAMME

We deliver our work across five strands of activity. As a member of our small team you will have opportunities to engage with all areas of this work while fulfilling the duties of your role.

Youth Theatre

We deliver youth theatre activities for ages 0 – 18. This includes over 20 weekly youth theatre sessions and 6 youth theatre productions each year. As well as drama-based workshops we deliver specialist weekly sessions such as Connect (for young people with disabilities) and Creative Families. We also deliver Arts Award and have a Youth Board who represent the children and young people who are involved with the organisation.

Creative Education

We deliver a creative education offer in local primary, secondary and special schools. This can range from a one-off workshop based on a specific topic to a full term of weekly sessions which complement and support the national curriculum. We support schools to deliver the Arts Award and to achieve Arts Mark status.



OUR CORE PROGRAMME

Outreach

We deliver issue-based work with children, young people and families in community settings through our outreach programme. This is often project based and engages communities through film, drama, dance, art or music. We work in partnership with key agencies to deliver this work; previous partners include Lancashire police, sexual health team, health service and young carers. Past work has focused on issues such as knife crime, extremism, community cohesion and toxic masculinity.

Professional Theatre

Our venue is a receiving house for professional touring theatre with a focus on theatre for children, young people and families. The Professional Theatre programme has seen established theatre companies such as Little Angel, Shakespeare's Globe and The Royal Exchange bring work to our space and has established us as a family friendly venue offering a diverse programme of work.

Talent Development

We offer a variety of training opportunities for emerging artists and practitioners. This ranges from volunteer placements to paid traineeships. We are passionate about enabling young people aged 11 - 25 to begin and develop a career in the arts with a range of opportunities available. We have two young companies FirstByte Theatre (ages 14-18) and ByteBack Theatre (ages 18-25) who create professional standard work which performs regionally and at the Edinburgh Fringe Festival.



OUTREACH PROGRAMME

As an organisation we are committed to making our artistic offer accessible to everyone and our outreach programme strives to reach those young people and families who may not usually access the arts; supporting them to participate in creative activities and in doing so improve their well-being, build confidence, develop transferable skills, deepen community cohesion and widen their social network.

Our outreach programme focuses on engaging the following groups:

- Children and young people with learning disabilities and access needs
- Families who do not currently access arts engagement
- Children and young people from Black, Asian and Minority Ethnic communities
- Targeted schools engagement, including a focus on alternative provision and special educational needs
- Targeted youth community engagement

Our outreach programme is focused on long term engagement with local people and our outreach projects explore issues relevant to these groups and the local area including; community cohesion, radicalisation and extremism, hate crime, disability support, mental health and wellbeing, social isolation, county lines, drugs and alcohol misuse and unemployment. Through our projects we help participants explore difficult issues and find new solutions to dealing with them.

OUTREACH PROGRAMME

Through this programme we aim to build trust with individuals and invite them to continue their journey with us through our 'Step In' programme. This programme enables participants initially engaged through our outreach projects to integrate into our venue and core offer as a participant, audience member, volunteer and through work placements. We break down the barriers to engagement by providing free workshop places, free theatre tickets, transport, translators and support other access needs.

We have been delivering outreach work in Burnley for many years and have a strong network of partners with whom we successfully partner with, including New Neighbours Together, Lancashire Constabulary, Young Carers, Coal Clough Academy, Holly Grove Primary School, and Participation Works.



EQUALITY, DIVERSITY & INCLUSION

OUR COMMITMENT

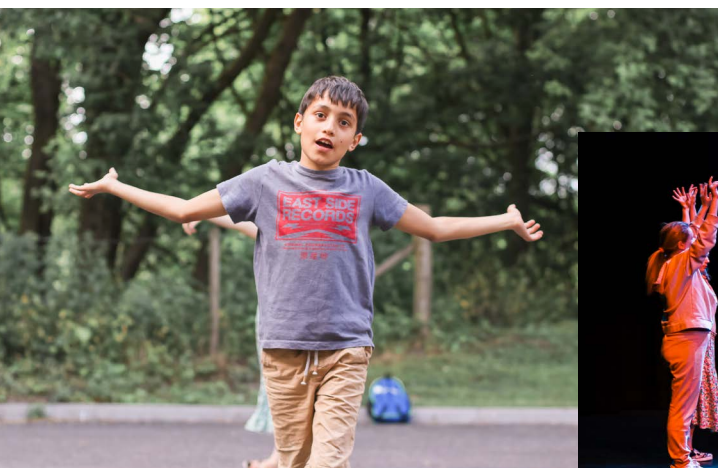
Equality, diversity and inclusion principles are at the core of Burnley Youth Theatre and our work. We are committed to creating a culture in which equality, diversity and inclusion is celebrated and that people from all backgrounds are welcomed into the organisation as participants, volunteers, freelancers and staff members.

We have an equality, diversity and inclusion policy and action plan which is regularly reviewed and updated by the board of trustees to monitor our progress on making Burnley Youth Theatre accessible for all.

Through this recruitment process we actively welcome applicants who have a lived experience of being marginalised. We are committed to inclusive working practices and understand that there are many barriers that people face when considering an opportunity like this.

If you are interested in this role but feel there are things that may prevent you from getting involved, please get in touch.

If you are offered the position we will carry out a full induction programme to support embedding you into the role and organisation and we will work with you to meet any access requirements you need to be confident in your work.



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JOB DESCRIPTION

Job Purpose

The Community Engagement Lead will play a significant lead role in the coordination and development of the Outreach programme and 'Young Community' strand; working in partnership with community groups to deliver a number of commissions, events, projects and activities.

This will include delivering a variety of projects ranging from one off taster sessions to regular projects and commissions that will engage; targeted hard to reach young people; young people who identify as disabled or with access needs; young people from Black Asian and Minority Ethnic communities; and families who are least engaged with the arts; tackling challenging issues most relevant to them.

In addition to this, the role will also connect the programme to Burnley's Year Of Culture 2027 plans giving young people empowerment and youth voice in festival activities across the town.

Outreach / Young Communities Programme

- Deliver and coordinate outreach projects for 11-18 year olds, using a variety of artforms, which respond to the needs, interests and aspirations of the young people and families identified.
- Identify target groups of local concern via consultation with young people, families, the local community and key agencies.
- Develop and maintain relationships with community organisations who work with disadvantaged young people and families in the area with a particular focus on young people and families who are experiencing extreme educational, social or economic disadvantage, and families who are least engaged with the arts.
- Plan and deliver projects of varying size and timescale in alignment with the expectations of the 'Young Community' programme.
- Plan community events of various scale and size in order to engage young people aged 11-18 in creative activities.
- Support participants to get involved in Burnley Youth Theatre's core activities and volunteering opportunities and be the main point of contact for these young people and families, supporting arrangements for travel, access, and financial support as needed.

JOB DESCRIPTION

Artistic Programme and Development

- Work in collaboration with the wider staff team ensuring that the outreach programme compliments and interlinks to the core youth theatre programme offer including Inclusive Youth Theatre Workshops, Productions and Training
- Develop and maintain strong partnerships with community groups in the development and delivery of the programme, ensuring that partners work together to shape the programme, our targets for participations are achieved and new and established relationships are a legacy of the work
- Develop, manage and deliver an effective volunteer / young producers programme, achieving our target engagement and empowering under-represented individuals to engage with the organisation
- Align and connect the outreach programme with Burnley Year Of Culture 2027 'ours to make' theme and programme.

Financial Management

- Manage financial budgets, resources, and reporting, including all related income and expenditure for the programme.
- Manage freelance practitioners, artists, volunteers and commissions in relation to the programme
- Lead on the management of the 'Step In' programme, including budget management, tracking income and expenditure, and administering the termly bursary applications.

Marketing, Communications and Advocacy

- Work in partnership with the Marketing and Communications Coordinator to deliver the marketing strategy for the outreach and 'young community' programme; writing social media posts, regular website blogs and press releases and supporting in the creation of flyers, posters, brochures
- Be an effective advocate both internally and externally and uphold and promote the ethos and values of the organisation
- Ensure effective and timely communications with all staff
- Represent the organisation and programme at network events relevant to the role.

JOB DESCRIPTION

General

- Ensuring best practice around inclusivity and engagement, safeguarding and access, in line with BYT policies and practices
- Promote and encourage a positive and collaborative working environment and ensure all staff are working within our set ethos and ways of working
- Attend regular staff meetings, staff training and team building events
- Support our artistic productions and events and have a presence in the venue with participants, companies and audiences
- Commit to your own professional development and attend whole staff training as directed, including mandatory safeguarding, first aid and quality, diversity and inclusion
- Have a mandatory DBS check
- Adhere to Burnley Youth Theatre's policies and procedures at all times
- Participate in our performance management process as an employee
- Be willing to work flexible hours including evenings and weekends with advance notice
- There may be other tasks required that are related to the effective and efficient operation of projects related to this post. The post holder will be expected to adopt a flexible and cooperative approach in these circumstances.

PERSON SPECIFICATION

Essential

- Experience of delivering long term outreach engagement to young people - in particular aged 11-18
- Experience of delivering arts projects with young people from marginalised, diverse communities and those who are experiencing extreme educational, social or economic disadvantage.
- Experience of delivering inclusive cultural projects and workshops and events.
- Excellent communication skills and an understanding of how to build strong relationships with local service providers/community organisations for children, young people and families.
- Strong interpersonal skills with the ability to engage young people and adults, especially those considered hard to engage.
- The ability to manage their own working schedule; prioritising tasks and meeting agreed deadlines.
- Skilled in problem solving and creative thinking.
- Knowledge of safeguarding best practice for children, young people and adults at risk and how this applies within community settings.

Desirable

- Experience of producing issue-based arts projects.
- Experience of monitoring and evaluating arts projects.
- Knowledge of health and safety and experience in producing effective risk assessments.
- Experience of managing budgets.
- Experience of effectively supporting others – including freelance artists, trainees and volunteers.

HOW TO APPLY

If you would like to be considered for the role please send us:

- Your detailed and up-to-date CV
- A supporting statement (no more than 1 side of A4) that tells us how you specifically meet the essential and desirable criteria in the role person specification and why you want to work for Burnley Youth Theatre.

Please submit a completed Equal Opportunities Monitory Form found [here](#).

The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Please state if your preference is for a part time position or freelance opportunity.

We are happy to receive the above information in a format that suits you, be that written, audio or visual.

The closing date for applications is noon on Monday 14th September 2026

Completed applications should be submitted to recruitment@burnleyyouththeatre.org by the closing date.

For access, support or any other information with regards to this opportunity please call 01282 427767 or email recruitment@burnleyyouththeatre.org