



LEEDS PLAY HOUSE

CREATIVE COMMUNITIES COORDINATOR

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

leedsplayhouse.org.uk

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated and UK Theatre award-winning *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.

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PLAYHOUSE CONNECT

Through **Playhouse Connect** we work with thousands of people every year in their communities, removing barriers to access, amplifying underrepresented voices and opening the building as a community resource for the city. Playhouse Connect is made up of two interconnected elements, Creative Communities and Learning & Skills.

Creative Communities work connects with a range of diverse communities including Older People, Refugees and People Seeking Asylum, Families and Learning-Disabled people. Connecting with communities by using our artform to explore who we are and how we connect, we provide a warm welcome at the theatre and build relationships across the city.

This activity is participatory, using art to open up possibility in people's lives and provide them with the physical and emotional space to connect.

Learning & Skills work connects with local artists, young people and people in formal education to develop theatre skills and knowledge. This activity provides a nurturing space to hone people's skills as well as discover and develop their own artistic voice.

Leeds Playhouse was set up by and belongs to the people of Leeds and the city region. We believe that theatre has the power to change lives.

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THE ROLE

We are recruiting for a creative and organised individual to join us as **Creative Communities Coordinator** to support our Playhouse Connect programme in creating and delivering opportunities and exciting creative workshops with a range of individuals in a variety of settings.

The purpose of the role is to creatively contribute to our Creative Communities team's work, specifically connecting with individuals, groups and organisations from across Leeds. You will be responsible for supporting and contributing to long-standing projects such as Heydays and Theatre of Sanctuary including helping with logistics and ensuring that all participants are able to have a safe and creative experience.

You will also work with colleagues to plan and deliver workshops and projects designed to increase the reach of the Playhouse and to share the resource of the building with the city. Building relationships with individuals and organisations, you will ensure that people are inspired and excited about the Playhouse and you will devise ways to remove barriers for people taking part.

You will be working in collaboration with the Playhouse Connect team, with other departments within the organisation and with external partners.

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DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- Supporting the Head of Playhouse Connect to plan, coordinate and deliver creative workshops and projects that support **Leeds Playhouse** productions and objectives in our Community Partner Areas (CPAs).
- Using well-researched data and knowledge to support the department to connect effectively with groups, individuals and events in each of our CPAs.
- Creating, coordinating and facilitating targeted bespoke engagement work in various community settings across the city.
- Identifying and responding to the needs, talents and interests of each community, supporting participants and volunteers to access other creative and volunteering opportunities both at the Playhouse and in the community.
- Supporting the running and leading on some elements of core rolling activity across the Creative Communities programme, including;
 - Plan, deliver, recruit and coordinate the running of the weekly Creative Ageing Takeover in the building.
 - Creatively plan and lead the young people's elements of the Theatre of sanctuary programme.
 - Support and deliver on the Theatre of Sanctuary company programme.
 - Be the main point of contact for freelancers and support workers on the above key projects.
- Representing the Playhouse in a range of community settings, community meetings and events.
- Supporting the development and delivery of the wider Playhouse Connect programme, including mapping and identifying current activity gaps in communities.
- Reporting on relevant tasks and any issues in weekly catch-up meetings.

- Contributing to the Creative Communities work and across the Playhouse Connect department to ensure the smooth running of all projects.
- Liaise with in-house and touring companies, finding ways to involve company members with Creative Communities projects.
- Attending and contributing to relevant team meetings.
- Positively contributing to increasing the diversity of participants in the Playhouse's regular Playhouse Connect programme through targeted initiatives, workshops and projects.
- Ensuring relevant administration and evaluation strategies are applied and adhered to.

GENERAL RESPONSIBILITIES

- Supporting the Playhouse Connect team in the delivery of our key strategic objectives.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at **Leeds Playhouse**, including our Action for Change development initiative.
- Maintain and record monitoring data on a regular and efficient basis and compile data for reports as requested.
- To gather data on projects run, number of participants etc for monitoring purposes and produce relevant reports along with the Head of Playhouse Connect.
- Keep the relevant sections of the Playhouse website up to date.
- To gather feedback and evaluate, during and post project, workshops and programmes with participants and community partners.
- Work in partnership with the Marketing and Communications teams to publicise events and opportunities.
- To ensure that spending is monitored against agreed budgets.
- Responding appropriately to any Safeguarding issues, ensuring that the Playhouse's Safeguarding policy is rigorously adhered to.

- Adhering to and implementing the guidelines, procedures and policies for the company as detailed in the staff policies.
- Playing a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Working with all other departments to ensure that the people of Leeds have access to the processes and resources **Leeds Playhouse** has to offer.
- Contributing to wider Playhouse initiatives and efforts to improve our environmental sustainability.
- Being aware of, and complying with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of **Leeds Playhouse**.
- To be willing to undertake training and development as required.
- Undertaking any other duties reasonably required.

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive.

The post-holder may be required to undertake other reasonable duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be asked to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen.

The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

KEY RELATIONSHIPS

The role of Creative Communities Coordinator is part of the Playhouse Connect department.

You will be managed by the Head of Playhouse Connect and work closely with all members of the Playhouse Connect team including the Director of Playhouse Connect.

KEY INTERNAL RELATIONSHIPS

- Playhouse Connect department
- Front of House team
- Box Office team
- Food & Beverage team
- Audiences department
- Producing team

KEY EXTERNAL RELATIONSHIPS

- A diverse range of participants of all ages
- Community organisations in the Leeds City Region
- Other young people's organisations and Child Friendly Leeds
- Older people's organisations such as Leeds Older People's Forum
- Organisations that work with refugees and people seeking asylum such as the Refugee Council

PERSON SPECIFICATION

ESSENTIAL

If you do not demonstrate that you meet all these criteria, you may not be shortlisted:

- Experience delivering drama workshop facilitation, to a range of community groups/settings.
- Strong knowledge of delivering participatory arts activity in all or some of the following areas: community outreach, older people, people with learning disabilities, refugees and people seeking asylum, and families.
- A welcoming, enthusiastic and confident manner, providing first point of contact for individuals engaging in the Creative Communities programme.
- Ability to build and hold strong and trusted relationships with participants, community organisations and stakeholders.
- Knowledge and ability to apply good safeguarding practice (training will be available) to all of the work. A person-centred approach to your work will be critical.
- Willingness to contribute to wider planning for the whole team.
- A practically creative mindset, to help with conceiving of projects and ways that community participants can become involved in the work of the Playhouse.
- Experience of, and ability to methodically record data and evaluate outcomes.
- Ability and confidence to make quick and meaningful connections with individuals from all backgrounds.
- Experience of managing volunteers and freelancers for project delivery
- A working knowledge of Leeds and the community arts landscape.
- A desire to work collaboratively as part of a team, but also independently as required.
- Strong organisational and project management skills.

- Good IT knowledge and skills, especially Microsoft Office.
- Commitment to ensure equity of representation in all Playhouse Connect work.
- A proven commitment to diversity, equity and inclusion, and that the arts should be inclusive and accessible to all.

An Enhanced DBS Criminal Records screening is essential for this post.

DESIRABLE

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Experience of working within a producing theatre, or similar arts organisation.
- Experience of using Spektrix (full training will be given).
- Current First Aid qualification.
- Ability to speak a language in addition to English (basic level is fine). Preferably the ability to speak one of the top 10 languages spoken in Leeds: Polish, Urdu, Punjabi, Arabic, Chinese, Bengali, Kurdish, French and Persian/Farsi or BSL.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a fixed-term contract from January 2026 to July 2026. Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of a 4-week probation period
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) Check*

SALARY

£25,979 per year.

HOURS

Full Time. 35 hours per week. This will include some evening and weekend work. You should establish your working pattern over five or six days in discussion with your manager. We will consider proposals of job sharing and/or part-time approaches to the role.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

NOTICE PERIOD

8 weeks. 4 weeks during probationary period.

LOCATION OF WORK

Your main place of work will be **Leeds Playhouse**. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

As part of our commitment to flexible working, we may permit or require you to work from home (or from outside our buildings) on occasion.

* In line with the Playhouse's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Playhouse will not discriminate unfairly against any convictions or other information revealed.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution, if eligible.

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

HOW TO APPLY

TO FIND OUT MORE, PLEASE CONTACT HEAD OF PLAYHOUSE CONNECT, LILY CRAIG AT lily.craig@leedsplayhouse.org.uk.

PHOTOGRAPHY CREDITS

All photographs are copyright Leeds Playhouse unless otherwise stated.

Cover: *A Raisin In The Sun*, photography by Ikin Yum; *Charlie and the Chocolate Factory – The Musical*, photography by Johan Persson; *Hedwig and Angry Inch*, photography by The Other Richard; *My Fair Lady*, photography by Pamela Raith; *Macbeth*, photography by Kirsten McTernan; *Here You Come Again*, photography by Hugo Glendinning; *The Importance of Being Earnest*, photography by Mark Senior; *A Little Night Music*, photography by Tristan Kenton; *A Passionate Woman*, photography by Marc Brenner; *Lord Of the Flies*, photography by Robling Pix

Page 1: *The Lion, The Witch and the Wardrobe*, photography by Brinkhoff/Mögenburg; *I Wanna Be Yours*, photography by Robling Pix; *In Dreams*, photography by Pamela Raith

Page 2: *Oliver!*, photography by Robling Pix

Page 3: *Heydays Spring Session*, photography by Beata Pejka

Page 4: *Wendy & Peter Pan*, photography by Marc Branner

Page 12: *My Fair Lady*, photography by Pamela Raith

Page 14: *The Lives We Carry* at Furnace Festival, photography by Steffi Njoya

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page listing. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange shape is on the left side of the image.

THANK YOU

FIND US AT

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leedsplayhouse.org.uk
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