

JOB DESCRIPTION - HEAD OF EDUCATION AND COMMUNITY (maternity cover)

Location: Everyman Theatre (Regents Street, Cheltenham)

Salary: c.£40k per annum

Term: 12 month maternity cover contract starting April 2026

Hours: 39 hours per week (may consider 32 hours/4 days a week for the right candidate)

Schedule: Working hours are primarily Monday-Friday between 9am-6pm with some occasional early evening or weekend commitments due to the nature of the work.

Reports to: CEO

About us:

The Everyman is Gloucestershire's pre-eminent theatre and welcomes over 200,000 people through its doors every year. We are an Arts Council England supported venue delivering over 540 performances annually both in our 708-seat main auditorium and 60-seat studio. Our Grade 2 listed Theatre opened in 1891 and is the oldest working Frank Matcham Theatre in the country (Matcham is considered one of the greatest Victorian Theatre architects). The theatre employs over 175 people regularly and offers paid work and development opportunities to a diverse range of artists, technicians, practitioners and freelancers living and working in Gloucestershire.

As a charity, our operating profits are re-invested in expanding our education and community outreach programme, maintaining our historically important theatre and producing in-house and touring productions.

Our award-winning Education and Community department are a small dynamic team who in 2024/25 engaged with over 20,000 people in Gloucestershire through our busy Youth Theatre, community choirs, creative health activities and outreach projects. In November 2024 the Everyman Theatre purchased a community centre with plans to refurbish and open in Spring 2026 as the 'Everyman Education Centre'; a space for creative arts education and community work.

Role Overview/Purpose:

We're looking for a an interim (maternity cover) Head of Education and Community to join us from April 2026.

The Everyman Theatre is in an exciting period of growth for its Education and Community department with the development of our new Education Centre. The successful applicant will be joining us at a pivotal time where they'll be heavily involved with the opening of our new facility following an extensive refurbishment. We aim to have a generous handover period with the permanent post holder before their maternity leave starts.

The Head of Education and Community reports to the CEO and is responsible for leading an experienced and enthusiastic team to deliver a wide range of education and community initiatives in the County. The purpose of the role is also to drive an enhanced vision and strategic agenda for the Theatre bringing different perspectives, best practice and external influences.

The artistic policy at the Everyman is to work collaboratively with other companies and agencies, the aim being to support and develop creative activity both practically and strategically. The Head of Education and Community will work closely with the CEO to develop initiatives that strengthen the Everyman's role within the community and extend its commitment to the diverse communities of Gloucestershire. This role focuses on building and nurturing strategic partnerships that sustain and expand the theatre's impact. Drawing on their department's experience, insight, and strong networks, the postholder will identify opportunities and develop work to address community needs and enhance engagement.

The post holder holds overall responsibility for our education and community work; in the Theatre, Everyman Education Centre and in the wider community.

Key Responsibilities

- Overall responsibility for the delivery and development of the range of services provided by Everyman Theatre's Education and Community department, ensuring quality and performance standards (internally and by our funders) are met.
- Develop and manage partnerships and networks locally and nationally, promoting the Everyman Theatre's profile and award-winning education and community provision.
- Oversee the good governance of your department's work, ensuring good budget management, stability and compliance with charity and company law.
- Inspire and lead the Education and Community team, providing line management to five direct reports with a larger overall team of casually employed staff and freelance creatives.
- All aspects of staff management including recruitment, training, development, performance management and absence for all staff in line with Everyman HR policies and procedures
- Working with the Finance Director, develop department/project budgets, ensure effective financial control on spending and as required carry out detailed cost analysis for specific projects to determine resource requirements and viability.
- Support the CEO as required with Arts Council England negotiations and applications collaborating with other internal stakeholders including Finance Director
- Develop an understanding and familiarity of Arts Council England's priorities and work with the CEO to ensure a collaborative and effective working relationship
- Participate in local and national relevant community, arts and culture networks/meetings/groups such as Cheltenham Culture Board to ensure the Everyman's Theatre's work and strategic goals are professionally represented.
- Review and sign off freelance contracts and casual staffing arrangements.
- Develop best practice processes and systems to increase the efficiency of the department.
- Work collaboratively with the Corporate Partnership Manager, CEO and Trustees to explore and nurture sponsorship and funding opportunities.
- Lead on the submission of high-quality bids / grant requests to support Education and Community work (including new Education Centre) and subsequent reporting requirements for successful applications.
- Ensure that effective monitoring and quality control systems are in place and that the results are analysed to inform the ongoing development of services.
- Project Manage the successful launch and ongoing operating of the new community Education Centre.
- Contribute to, or lead as appropriate, the development of internal policies in collaboration with other members of Everyman Management Team and ensure procedures are embedded into day-to-day operations.
- Ensure the highest standards of safeguarding are maintained either as Designated Safeguarding Lead or designating this responsibility but having oversight.
- Lead and manage the department's marketing and comms output (including social media, promotional materials)
- Produce (either directly or via delegation) the risk assessments relevant to area of responsibility and activities
- Work within the boundaries of all Theatre policy including Health and Safety and report accidents, incidents, near misses in line with arrangements

Personal specification

Essential

Experience of working in an arts, education, community or a related field with a service management emphasis.
Experience of leading a team.
Ability to manage own workload, prioritise tasks and hit deadlines while motivating, leading, and supporting staff and volunteers.
Strong organisational, problem solving and people management skills.
Diplomatic, adaptable, flexible and collaborative in approach.
Excellent communication skills including strong listening skills and the ability to engage and influence others.
Ability to build and maintain effective relationships and partnerships
Comfortable and confident in presenting to varied stakeholders
Good report writing and bid/funding application writing skills
Experience of managing funding and reporting on grants
Strong technical skills with business applications (Excel, Word, Outlook) and experience of using technology to optimise workflows and improve operational performance
Direct experience of working with children, young people or vulnerable adults within a similar environment, youth, health, education or social care

Desirable:

Experience of working in the voluntary sector
Experience of managing a building/facilities
Experience of department and financial management, with the ability to draft budgets and delivery plans
Evidenced ability to attract income (from statutory and grant funders and individuals)
Experience of either leading or being integral to driving change

Employment is conditional on successful DBS check and references.

December 2025