

OUTSIDE EDGE THEATRE COMPANY

RECRUITMENT PACK FOR OUTREACH AND ADMINISTRATION ASSISTANT

Write Two performance at the Royal Court

OUTREACH AND ADMINISTRATION ASSISTANT JOB DESCRIPTION

We are looking for someone who shares our passion about changing lives through the power of theatre.

You will be responsible for the outreach and related administrative aspects of our work and play an important role in supporting the senior management team. You will also be a central point of contact for members of the public and others in the organisation.



Social prescribing Drama Taster Session

Reports to:
Participation Manager

Salary range:
£30,000-£33,000 per annum (dependent on experience).

Holiday:
Holiday is statutory, increasing 1 day per year for each full year of employment up to 5 years.

Working hours:
Full-time. Office hours are Monday to Friday, 9am to 6pm, however the role will require some flexibility and occasional change in working days, evening / weekend hours.

Contract:
Permanent, full-time. Three-month probationary period.

Location:
Brady Arts Centre, 192-196 Hanbury Street, London, E1 5HU

Anticipated start date:
July/August 2025

What are we looking for?
OETC is a dynamic and growing organisation. To thrive in this environment, you will be an exceptional candidate who demonstrates intellect, personal confidence, excellent interpersonal skills and drive.

Attention to detail, the ability to manage your own time efficiently and be a self-starter is essential, along with a ‘can do’ attitude, a respectful and personal approach to participants and a willingness to creatively engage with new challenges.

ABOUT OUTSIDE EDGE THEATRE COMPANY



Service User social event

Outside Edge Theatre Company (OETC) is the UK's only theatre company and participatory arts charity focused on addiction.

For twenty-five years, our ground-breaking workshops and acting ensemble have inspired positive change in recovering addicts. Using drama as a creative outlet, we help participants build confidence, self-esteem and the skills required to lead productive, healthy lives free from harmful addictive behaviours. Our facilitated activities, which include improvisation, creative writing, acting exercises and performance opportunities, have garnered international recognition from health experts, academics and other arts organisations.

OETC also develops, nurtures and produces new writing and performances about issues related to addiction, including the Phil Fox Award for Playwriting. We tour our productions to off-West End venues, festivals, treatment facilities and other civic spaces.

Currently, OETC runs eleven weekly participatory workshops and delivers Drama, Dance and Creative Writing Taster Sessions in treatment facilities. The company is also in the process of planning its 2025 season of productions. More information on these workshops and previous OETC projects and productions can be found at www.outsideedge.org.

Service Users have said:

"If it wasn't for Outside Edge I would keep relapsing, but I love Outside Edge more than drinking or drugs."

"I'm so grateful because it's unlocked something I've been looking for for a long time.... I feel encouraged and I am really moved by that."

OUR IMPACT



Service User social event

Case Study:
From Outside Edge Drama Drop-in to Netflix

‘Letitia’ is a participant who started attending our Women’s Drama Group during lockdown, then went on to join our drop-in script writing group and then our intermediate writing group at the Royal Court Theatre. Through connecting with us she now has been given money and space to further develop her play at the Royal Court and is doing an internship at Netflix.

“I just knew when I left treatment this time I had to fill my time with something and as I still had no clue what I actually wanted to do with my life and time now clean I felt that Outside Edge would be a safe place to help me gain confidence and give me structure while I figured it out.”

“It’s given me structure and stability at a time when not much else felt stable. It’s massively helped me with my confidence and I have been encouraged to continue to pursue new found passions and talents, which I would never of done if I hadn't of started with Outside Edge. It’s helping me build on skills I never knew I had and take them into my daily life and has given me a new found joy and sense of hope.”

Other Service Users have said:

“The work is helping me with my recovery. I haven’t ‘picked up’ and am leaning into the company to support me as I battle alcoholism.”

“I see the change in myself and others from when I came in. I’m learning and taking risks. It’s so important to have fun because that’s what’s been missing in my life.”

OUTREACH AND ADMINISTRATION ASSISTANT RESPONSIBILITIES



Check-in/Check-out at the VAULT Festival

Outreach Coordination

- Outreach co-ordination, managing participant recruitment/referrals and inductions.
- Developing and maintaining partnerships with local services (drug & alcohol, health and social prescribing networks & relevant community groups).
- Booking and coordinating Taster Sessions with drug and alcohol treatment facilities.

Project Administration

- Support engagement and progression of participants in OETC's Progression Pathways.
- Scheduling facilitators for Taster Sessions and weekly sessions.
- Coordinating space rental and active research for new venues.
- Support volunteer coordination.
- Ordering project materials and office supplies.
- Sending out contracts.
- Maintaining monitoring and evaluation records of attendance and participation.
- Updating contact records and keeping CRM system (Salesforce) data up to date.
- Support with facilitator invoicing and generating other invoices (e.g. Taster Sessions).
- Undertaking DBS checks of new staff and volunteers.
- Ad-hoc research tasks to support project delivery.

ROLE RESPONSIBILITIES – Further details

Marketing and Communications

- Sending communications to participants and facilitators (weekly texts and emails).
- Managing the sign up of participants to events (e.g. social events, Masterclasses, Theatre Clubs).
- Coordination of external communications (print, publicity, social media).
- Creating social media strategy, content and delivering social media campaigns across platforms.
- Co-ordinating and writing the monthly newsletter.
- Updating the website (using WordPress) and keeping social media up to date.
- Growing and maintaining comprehensive databases and mailing lists of contacts and partners, observing GDPR rules and regulations.
- Proof-reading documentation when required.
- Ordering print assets (flyers, posters, etc).

Income Generation and Fundraising

- Coordinating the sales of paid participatory arts activities for private treatment facilities and other clients.
- Coordinate OETC's online donation scheme.
- Maintain OETC's database of donors.
- Coordinate donor stewardship plans.
- Undertake ad-hoc research for fundraising activities when required.
- Provide accurate statistics for various purposes including reporting, fundraising and evaluation.

Policy and Procedure

- Keep up to date with news and opportunities in the participatory arts /charity sector and keep the senior team informed of key updates.
- Work within the guidelines of OETC's policies and procedures.
- Undertake such additional duties as required, which are commensurate with the responsibilities of the role.

OUTREACH AND ADMINISTRATION ASSISTANT PERSON SPECIFICATIONS



Performance of Tumulus at Soho Theatre

Essential

- Proven ability to prioritise and multitask within a fast paced environment.
- Excellent written and oral communication- including via emails, telephone calls & in-person.
- Strong time management and project coordination skills.
- Proven experience with Microsoft Office or G-Suite.
- Experience creating marketing assets.
- Understanding of participatory arts.
- Knowledge of barriers and issues faced by addiction.
- Confidence to undertake direct marketing activities, such as cold calling leads.
- Good numeracy and literacy attention to detail.
- A passion for OETC's mission.
- A self-starter and motivated individual.
- A willingness to satisfy the requirements of OETC's vulnerable adults protection.

Desirable

- Working knowledge of WordPress (website maintenance).
- Working knowledge of CRM system (preferably Salesforce)
- Working knowledge of Canva
- Working knowledge of Safeguarding and Vulnerable Adult Protection protocols.
- Experience of setting up & maintaining administrative systems for projects (to support monitoring, evaluation, project budget, data collection).
- Experience coordinating communication and marketing campaigns.
- Some experience of participatory arts and /or outreach activities.
- Some experience of working alongside volunteers.
- Hold a current Enhanced DBS certificate (and is currently registered with the update service).

INCLUDING EVERYONE

OETC is an equal opportunities employer and aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of our participants, audiences and artists. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people to apply for this role who have lived experience of being affected by addiction and those who are representative of the diverse communities we serve.

HOW TO APPLY AND INTERVIEWS

To apply, please email a cover letter and CV to recruitment@outsideedge.org by **noon Monday, June 2nd, 2025**. In your cover letter please detail why you are suitable for the role referring to the person specification set out above.

We also ask all applicants to complete an equal opportunities online monitoring form, which can be found here: www.tfaforms.com/5122351

Please feel free to contact us if you require further assistance or would like to submit your application in an alternative format. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equalities Act 2010.

First Round Interviews will be held the **week commencing June 16th**.

If required, Second Round Interviews will be held the the **week commencing June 23rd** .

DATA PROTECTION

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

OUTSIDE EDGE THEATRE COMPANY