



ACCESS AND SUPPORT MANAGER RECRUITMENT PACK - June 2025



Thank you for your interest in joining Brighton People's Theatre.

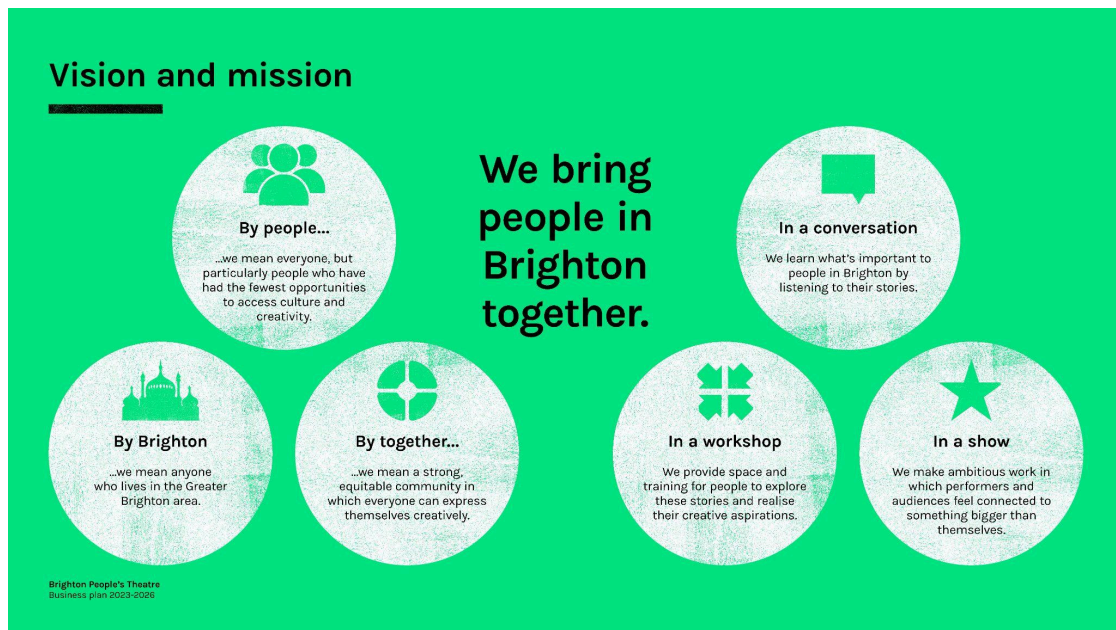
This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and knowledge you would bring to the role and the qualities and values we're looking for. It also explains the application process. If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know.

If you would like to have an informal conversation about the role before applying, please call us on 07503 430188 or email our CEO and Artistic Director, Naomi Alexander, at naomi@brightonpeoplestheatre.org

Thank you for reading this pack, and if you decide to apply, we look forward to receiving your application by **Wednesday, 25 June at 9 am.**

About Brighton People's Theatre

Brighton People's Theatre brings people together to be part of something bigger than ourselves. We co-create original theatre with people who have had the fewest opportunities to make theatre.



We pride ourselves on creating a diverse community of people from all walks of life. From our monitoring data, we know that 58% are from working class backgrounds, 35% are from the global majority, 60% have mental health challenges, 25% are neurodiverse, and 82% have never done anything like this before.

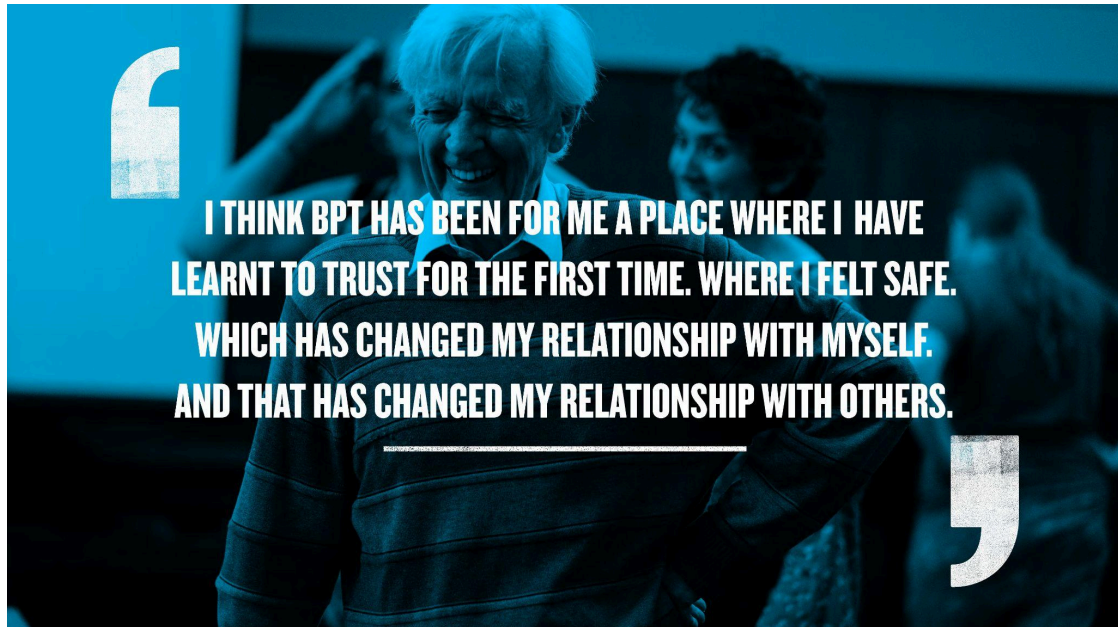
We run all of our activities on a Pay What You Decide basis, and work hard to remove psychological, social and economic barriers that might stop people participating in theatre.

We are an Associate Company at Brighton Dome and Festival and the Attenborough Centre for the Creative Arts (ACCA) at Sussex University. Both organisations offer space and staff time in kind to support the development of our work. In 2024, our show, *Born and Bread*, was commissioned by the Brighton Festival and was a sell-out success at the main theatre at ACCA. We have strong relationships and partnerships in place with a wide range of community organisations.

In September, we will be heading into the third year of a 3 year Arts Fund grant from the Paul Hamlyn Foundation, which has supported the development of Brighton People's Theatre since 2019. This funding is

enabling us to deliver our current business plan, which [you can read here](#).

We are also fortunate to receive funds from Arts Council England, the local authority, Enjoolata Foundation and the Garfield Weston Foundation and are constantly working to diversify our funding streams. We also earn around 10% of our annual income from our membership and Pay What You Decide donations.



Despite this, like all small charities, we are finding the current financial climate challenging, hence the short-term nature of this contract. We have funding bids already submitted and in development to extend the contract if successful.

We are a nationally recognised leader in the field of co-creating theatre, and each year we train dozens of Directors and Producers from across the UK in our unique approach and methodology. We regularly speak at conferences about our work, and we have been featured in many different scholarly books and articles.

We are currently co-creating our next show, *The Museum of Life*, with our members, which will be performed at a work-in-progress sharing at the end of November.

You can find out more about our activities and read our annual reports on [our website here](#).



Working, wellbeing and learning at Brighton People's Theatre

As a people's theatre, we run workshops during the daytime, two evenings a week (Tuesdays and Thursdays) and have occasional longer workshops or rehearsals at the weekends. As a community-rooted company, we are well-suited to people who live nearby and are looking to work locally,

We want to help people achieve their potential while working at Brighton People's Theatre. We prioritise our mental health and wellbeing by having regular team days to share and learn from each other. We are a small, supportive and highly collaborative team, with everyone playing a part in co-creating the organisation.

We invest in our people through the provision of an annual training budget for each member of the team, which develops us as individuals and brings new knowledge to the organisation.

All staff who work face-to-face in workshop settings can access monthly process supervision from [Artist Wellbeing](#).

JOB DESCRIPTION

Access and Support Manager – 2 days a week

Responsible to: CEO and Artistic Director
Works with: CEO and Artistic Director, Associate Director,
Communications Manager, Company Manager,
Freelance Artists

Scope of post:

Working closely with the CEO and Artistic Director (CEO) and the rest of the Brighton People's Theatre team, the Access and Support Manager role is pivotal within the company.

As a part-time post of 2 days a week, working 7.5 hours a day, the Access and Support Manager role will focus primarily on enabling potential participants and members to access all that BPT can offer and to support their sustained engagement with the company.

This is a new role which we believe will be essential in ensuring the organisation has effective safeguarding and pastoral care in place to deliver its work.

It is a mixed and varied role, with autonomy and responsibility, and a requirement to work flexibly as part of the team.

Contract Terms

The postholder will be required to work on Tuesdays and Thursdays from 12 - 8 pm (with a half-hour break) during term time to be present during our face-to-face delivery of workshops. Workshops take place from 6 - 8 pm on Tuesdays, 12 - 3 pm and 6 - 8 pm on Thursdays in Central Brighton. Additional rehearsals may be scheduled on Tuesdays and Thursdays in the run up to the sharing, which the post-holder may be required to attend.

Salary

The post will be a short-term (3-month) salaried contract from 4 September 2025 to 11 December 2025 (with probable extension subject to successful fundraising bids which have already been submitted).

2 days or 15 hours a week, salary £32k (pro-rata).

Location

The role is to be based at the company office at the Old Courthouse in

central Brighton, with attendance at workshops, performances and events at various locations, including Friends Meeting House and Community Base in Brighton and Hove, where necessary.

Holiday

25 days per year pro rata, plus Bank Holidays, plus the Company is closed between Christmas and New Year.

Pension

Brighton People's Theatre operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service, and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, [please visit here](#).

Probationary Period

For this short-term contract, there is a six-week probationary period. The notice period during this time is two weeks for you and Brighton People's Theatre.

Notice Period

The notice period is one month for you and Brighton People's Theatre.

KEY AREAS OF RESPONSIBILITY

Access

- Meet with potential participants and their support workers (if applicable) who are referred via Social Prescribing, GP surgeries, Community Development teams, etc, to assess needs before they attend workshops
- Work with the Associate Director to ensure that all needs are communicated promptly in advance of workshops, to ensure that adaptations to workshop plans can be made
- Respond to access-related queries from potential participants, building a relationship with people before they arrive in the workshop
- Attend social prescribing/community development meetings in the city to promote our offer and to keep up to date with opportunities for onward referrals
- Manage the Access Budget for childcare and bus travel

Support

- Support people with high levels of need in the room during open-access workshops

- Support the cast of the *Museum of Life* through the rehearsal process leading to a sharing on the 29/30 November 2025
- Proactively suggest adaptations to workshop games and exercises, and work with the Associate Director/CEO & Artistic Director and any other freelance artists to support the implementation of these adaptations in the room
- Hold an informal social space for participants attending the Thursday lunchtime writing workshop and the theatre for wellbeing workshop, making teas and coffees
- Make referrals to appropriate agencies as needed for people who might need ongoing support with their mental or physical health, employment, training or housing

Administration

- Working with the Communications Manager, ensure that all records of participants and cast members are accurate and up to date
- Keep a log of the diversity of needs arising in the open access workshops and for the Museum of Life cast
- Keep a log of attendance and follow up if people are persistently absent to support engagement
- Contribute to evaluation of the work and fundraising applications

Joint Team Responsibilities

- To embody the [BPT Way of Being](#)
- To abide by the joint team responsibilities as outlined in the staff handbook
- Actively contribute to the co-creation of and learning of the organisation, sharing ideas and developing collaborative ways of working
- Representing the Company at public events, receptions, etc, where necessary

The post holder will be able to access 1:1 confidential process supervision from [Artist Wellbeing](#) 4 times (approximately once a month) during this short-term contract. They will also receive regular Support and Supervision from the CEO and Artistic Director.

PERSON SPECIFICATION

Brighton People's Theatre comprises a team of contracted salaried staff and freelancers, all of whom are highly skilled and committed to their roles. All staff members are expected to contribute as appropriate to the company's success and co-create the organisation.

In your application, please make sure you show us how you would bring the

following skills, knowledge and experience that we are looking for in this role. There are some areas we have suggested are desirable but not essential to have.

Essential Skills and Attributes

- At least three years of paid experience in an arts or community development charity directly supporting people face-to-face, either 1:1 or in a group setting
- A qualification in either youth or community work, mental health or psychotherapy or arts/drama therapy
- Excellent verbal and written communication skills and ability to establish rapport and trust with a wide range of individuals and organisations
- A commitment to the principles of inclusive ways of working, and to building an equitable community within Brighton People's Theatre
- Commitment to working collaboratively within a small team
- Ability to work quickly and stay calm under pressure
- Ability to embody the Brighton People's Theatre [Way of Being](#)

Desirable Skills and Attributes

- Knowledge of theatre and performance, and a desire to learn more
- Experience of theatre in a community setting
- A Mental Health First Aid qualification
- Knowledge of Brighton and the surrounding communities and the people who live here
- Experience in managing budgets and fundraising

You will be required to have a valid Disclosure and Barring (DBS) certificate or be willing to undergo an enhanced DBS check (at Brighton People's Theatre's expense) if a job offer is made, subject to this being obtained.

Making an application

Our commitment as an equal opportunities employer means we are keen to encourage applications from people from the Global Majority, people across the gender spectrum and people who are from working class backgrounds, who are underrepresented in our sector.

- Deadline for applications is **Wednesday, 25 June at 9 am**
- Interviews will be held on **Wednesday, 2 July**, at the Old Courthouse in Brighton
- Ideal start date: 9 September 2025

To apply, please send a CV (no more than 2 pages of A4) and a covering letter

(no more than 2 pages of A4) explaining how you meet the person specification. If you would prefer, you are welcome to send us a short video no longer than five minutes explaining how you meet the person specification alongside your CV. Please send your application to Naomi Alexander at naomi@brightonpeoplestheatre.org.

Please also [complete our Equality Monitoring survey here](#).

The Equality Monitoring Survey is anonymous and is not sent to the person who receives your application. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application, and we do not connect the two.

Once you have sent us the documents above by the deadline, we will let you know we have received your application. **We will not accept applications received after the deadline.**

Interview Process

We will shortlist the applicants we would like to meet for an interview. Our shortlisters will be looking for you to have done the following:

- Sent us a completed application before the deadline
- Clearly showed us how you share our values
- Given us examples of how you meet the points in the 'Person Specification' section above
- Given us relevant information about your work history/experience and any training (remember to make sure to tell us about any gaps when you weren't working)

We will offer interviews to the applicants who have shown us these things most strongly.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a week's notice ahead of the interview date.

We will send copies of the interview questions in advance to enable you to do your best at the interview.

Interviews will be held in person at Brighton People's Theatre offices at The

Old Courthouse in central Brighton with Naomi Alexander, CEO and Artistic Director and one other member of staff.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.

