



TITLE: Learning & Participation Assistant
DEPARTMENT: Learning & Participation
RESPONSIBLE TO: Learning and Participation Manager
HOURS: 24 hours
PAY: £16,848.00.
LOCATION: White Rock Theatre, Hastings, TN34 1JX

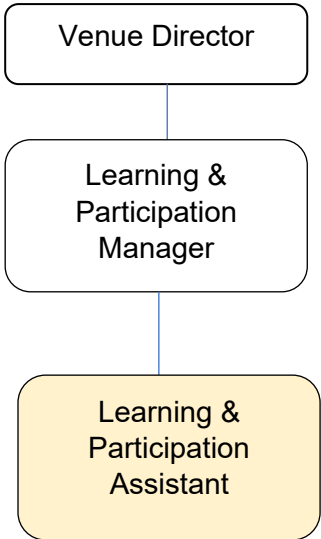
Purpose of the Job

The Learning and Participation Assistant at White Rock Theatre in Hastings plays a vital role in supporting the development and delivery of educational and community outreach programs. The Learning and Participation Assistant will work closely with the Learning and Participation Manager to implement initiatives that promote learning, creativity, and participation in the arts within the local community.

White Rock Theatre, operated by The Guildhall Trust, serves as a creative hub for Hastings and the surrounding area. Through its Learning and Participation programme, it provides inclusive opportunities for children, young people, and adults to engage in high-quality arts experiences. Programmes are delivered both at the theatre and at Base Studios, developing local talent and inspiring creativity, wellbeing, and community connection. The Learning and Participation Assistant will play a key role in supporting these initiatives, ensuring effective administration, communication, and delivery of engaging activities that reflect the needs and voices of our communities.

Due to the nature of the programme, working hours may not always follow a traditional 9–5 pattern. The post holder may be required to work some evenings and weekends to support events, workshops, and performances as part of the Learning and Participation schedule.

Organisational Chart



Principle roles and responsibilities

N.b. this description is designed to give an overall view of the job and is not a definitive list of tasks

Tasks will include, but not limited to:

Programme Support:

Assist the Learning and Participation Manager in the development, facilitation, and evaluation of learning and participation programs and activities.

Support the coordination and implementation of workshops, events, and activities aimed at schools, community groups, and individuals of all ages.

Coordinate administrative processes for youth groups and classes, including registration, attendance, permissions, and communications with parents/guardians. Prepare participant information packs, feedback forms, and other supporting materials.

Provide administrative support for learning and participation programs, including managing bookings, liaising with parents/ participants/ outside agencies, and maintaining accurate records and databases.

Support recruitment and scheduling of freelance artists, facilitators, and volunteers.

Assist with managing resources, equipment, and studio bookings for youth and community sessions.

Assist with the preparation of promotional materials, marketing campaigns, and communications related to learning and participation initiatives.

Community Engagement:

Engage with local schools, colleges, community organisations, and other stakeholders to promote learning and participation opportunities at the theatre.

Support outreach to schools, youth organisations, and community groups to promote opportunities in music, theatre, creative careers and creative participation.

Help maintain relationships with partner organisations, supporting collaborative delivery and evaluation.

Attend local events and community forums to represent White Rock's Learning and Participation programme.

Assist in building and maintaining strong relationships with external partners and collaborators.

Assist in gathering stories, testimonials, and visuals that demonstrate community impact.

Event Coordination:



Assist in the coordination and logistics of learning and participation events, ensuring they run smoothly and meet the needs of participants.

Support coordination of weekly creative sessions, rehearsals, and performances, including youth theatre, work experience, The Base programming, and outreach workshops

Coordinate logistics for events, showcases, and performances, including technical needs, rehearsal schedules, and communications.

Assisting The Learning and Participation Manager with the facilitation of activity within the department and liaising with front-of-house and technical teams to ensure smooth delivery.

Participant Support:

Provide support and guidance to parents &/ participants, including assisting with inquiries, addressing concerns, and ensuring a positive experience for all involved.

Assist in implementing safeguarding measures to ensure the safety and well-being of participants.

Evaluation and Reporting:

Assist in gathering feedback and data to evaluate the effectiveness of learning and participation programs, contributing to reports and analysis as required.

Help maintain records of program outcomes, attendance figures, and other relevant metrics.

Support the Learning and Participation Manager in preparing reports for funders and stakeholders, demonstrating outcomes and community impact.

Administrative and Financial Support

Process invoices, expenses, and petty cash related to workshops and freelance artists.

Track project budgets and maintain accurate administrative records.

Manage shared project folders, ensuring documentation and safeguarding records are up to date.

Compliance and Safeguarding:

Assisting to ensure safeguarding measures and compliance are followed to upkeep safety and well-being of all participants.

Professional Development:

Stay informed about best practices and trends in arts education. Contribute to the ongoing development of inclusive practice within the organisation, reflecting the Trust's values of Inspiration, Collaboration, Development, and Diversification.

Partake in community engagement through networking and representing the White Rock at external events.

Participate in relevant training and development opportunities to enhance knowledge and skills in the field.

Person Specification

This acts as a selection criterion and gives an outline of the type of person and characteristics required to do the job.

Attribute	Essential	Desirable
Experience	Experience of coordinating workshops, events, and activities for schools, community groups, or individuals. Experience of providing administrative support including bookings, records, and communications. Experience of working within the creative sector.	Experience of developing theatre-specific activities. Experience managing externally funded projects. Experience of working with young people in a range of settings. Experience of delivering and commissioning creative activities in line with relevant guidance and good practice. Experience of implementing robust safeguarding practices. Experience monitoring and evaluating processes. Experience working in partnership with external agencies and community organisations.
Knowledge	A practical understanding of engaging with vulnerable, disengaged and hard-to-reach individuals through arts. Awareness of current trends and best practices in arts education and community engagement.	Safeguarding qualification. Knowledge of safeguarding best practices. Understanding of health and safety, data protection, and compliance in educational and community settings.
Skills / Abilities	Excellent communication skills to engage a wide range of participants. Ability to work in a way that promotes the wellbeing	Skilled at project working and delivery in a cultural and community setting. A passion for community engagement & outreach

	and safety of children and young people. Ability to motivate and engage staff, volunteers, and participants through arts-based activities. Strong commitment to inclusion and ability to build positive relationships with diverse communities. Proficient with the Internet, Email, and Social Media. Ability to effectively organise own workload and meet deadlines. A good knowledge of the arts and the wider cultural sector. Flexibility and a desire to work collaboratively across teams and with external partners. Proficient with the Internet, Email, and Social Media. Competent in general administrative tasks, including the use of Microsoft Office (particularly Excel, Word, and Outlook) for record-keeping, scheduling, and data management.	and an excitement to contribute ideas for the development of the program.
Education & Training	Educated to degree level and/or demonstrable experience of work in the Creative Cultural Industries.	Specialist arts qualifications.

SAFEGUARDING COMMITMENT

The Guildhall trust is committed to ensuring the safety and wellbeing of children and young people involved in our activities, our Safeguarding policy can be found on The White Rock Theatre website.

Interview questions will include questions about safeguarding.



The post holder will be required to have an enhanced DBS check carried out (organised by The Guildhall Trust)

DIVERSITY COMMITMENT

The Guildhall Trust is committed to promoting equalities and celebrating diversity and we welcome applications from people from diverse and underrepresented backgrounds.

If you would prefer to submit your application by video or through a different format or have any other questions surrounding access requirements, please feel free to get in touch with us.

We are committed to offer an interview to candidates with disabilities, providing they meet the minimum requirements of the job role. Please let us know via the optional Equal Opportunities and Monitoring Form.

Please let us know when submitting your application, if you have any access requirements.

To apply: please send both a CV, and a covering letter, answering the following:

Please detail how your experience to date meets the person specification set out in the job description (maximum 2 sides of A4 for covering letter).

Closing Date: 5pm, Friday 31st October 2025

Interview Date: Week Commencing 10th November 2025

Please send completed applications to: lbateman@whiterocktheatre.org.uk

Reference requests and DBS check will be carried out after an offer has been made

If you have any questions, please contact Laura Bateman, Learning and Participation Manager via:

lbateman@whiterocktheatre.org.uk

01424462287

Context

The Guildhall Trust's vision is to become one of the country's leading cultural organisations which places its communities at the centre of everything it does, inspiring, entertaining and transforming lives.

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