



**PROPER JOB
THEATRE CO.**

VACANCY



ENGAGEMENT MANAGER MANCHESTER

Proper Job is a theatre company based in Huddersfield and Manchester. As well as touring theatre we use our creative skills to help, support and develop individuals. We do this through our LAB Projects which run in Kirklees, Manchester, and Calderdale.

We are now looking for an Engagement Manager to join our Manchester team.

We are looking for an enthusiastic, hardworking individual with a positive outlook. The right person will be dynamic and have the ability to easily create rapport with a diverse range of individuals.

A genuine desire to help others is needed.



ENGAGEMENT MANAGER MANCHESTER

Full Time position - Job Share considered. Please state in your application which would be your preference, including any limitations.

Salary: £27K - £29K pro rata

THE ROLE:

We're looking for an Engagement Manager to build and sustain strong relationships with a range of partners and stakeholders, supporting recruitment and progression opportunities for learners on our LAB courses and programmes across Manchester.

You'll take the lead on learner recruitment, monitor course progress, and ensure regular communication and updates are shared with key stakeholders, including funders.

The role also involves promoting our LAB courses at networking events and community forums to engage new learners and partner organisations.

You'll work collaboratively with the Project Manager, and alongside our Key Worker and Freelance Facilitators, helping to ensure every learner's journey is supported from start to finish.

THIS ROLE WILL INCLUDE BUT IS NOT LIMITED TO:

- Lead on the recruitment and enrolment of learners onto the LAB Courses in Manchester.
- Engage with potential learners in-person and online
- Regularly update key referral partners about upcoming LAB Courses and Proper Job Theatre Co. provision.
- Monitor and track project Key Performance Indicators (KPIs) and keep the wider staff team and funders informed by attending internal and external contract meetings.
- Keep databases up to date in line with GDPR.
- Attend networking events and community groups to promote the LAB courses and make connections for LAB Progression events, especially within North, South, and Central Manchester.
- Invite organisations to LAB progression mornings at the end of LAB Project and LAB Volunteering Courses, supporting Facilitators to run the events.
- Connect with local Primary Schools to book in the delivery of the LAB Drama Workshop at the end of the 2-week LAB Project.

FACTORS	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications / Training	Educated to GCSE level (or equivalent) in English and Maths.	Degree or equivalent vocational qualification in a relevant area (e.g., arts, education, community development, psychology). Training in community engagement, employability, or project management.	CV Pre-employment checks
Experience / Knowledge	Experience of building and maintaining relationships with a range of stakeholders and partner organisations. Experience of working in the arts, adult education, employability, or community engagement sectors. Experience of managing or contributing to participant engagement. Experience of evaluating, monitoring, and reporting on projects. Strong understanding of safeguarding principles.	Knowledge of the health, employment, and VCSE sectors in North, South, and Central Manchester. Experience using CRM systems or data management tools (e.g., Good CRM)	CV Cover letter Interview
Skills and Abilities	Excellent written and verbal communication skills. Strong organisational and time management skills. Confident networking and presentation skills. Ability to manage workload independently and work collaboratively within a team. Strong IT literacy and administrative accuracy.	Ability to adapt communication to a wide range of audiences. Facilitation or outreach skills to promote learning and participation.	CV Cover letter Interview

FACTORS	ESSENTIAL	DESIRABLE	ASSESSMENT
Personal Qualities	Enthusiastic, proactive, and approachable, with the ability to build rapport quickly. A genuine interest in supporting people's personal and professional development. Resilient, flexible, and able to respond positively to challenges. Committed to equality, diversity, and inclusion.	Interest in ongoing professional development and learning.	Cover letter Interview
Other	Ability and willingness to travel across Manchester (and occasionally Huddersfield and Halifax). Right to work in the UK. Satisfactory enhanced DBS check (working with adults at risk).	Full UK driving licence and access to a car.	CV Pre-employment checks Interview

INCLUSIVITY & DIVERSITY:

Proper Job Theatre is an inclusive organisation where different views, experiences and identities are valued. We recognise the importance of diversity, equity and inclusion, and want our workforce to reflect the communities we work with.

We welcome applications from people of all backgrounds, especially those currently under-represented in the arts. All applicants and employees receive equal treatment regardless of gender, race, disability, neurodivergence, sexual orientation, gender identity, religion or belief, age, or socio-economic background.

We are committed to making our recruitment and workplace environments as accessible and supportive as possible. Please let us know if you require any reasonable adjustments during the recruitment process.

Proper Job is committed to safeguarding children and adults at risk. An enhanced DBS check will be required.



ENGAGEMENT MANAGER MANCHESTER

HOW TO APPLY:

Please send the following documents

- Your CV
- A covering letter, of no more than 2 sides, describing why you would like the role and how you meet the person specification.

to Recruitment@properjob.org.uk by 9am on Friday 31st October 2025

(Please put the job title in the subject line)

Interviews will be on Tuesday 4th November 2025 at our Manchester base: Brunswick Parish Church, Ardwick [M13 9SX](#)

If you have any questions about the role, please contact lisa@properjob.org.uk



[PROPERJOB.ORG.UK](https://www.properjob.org.uk)