



VACANCY

ENGAGEMENT OFFICER

PART-TIME POSITION

We are looking for an enthusiastic, self-motivated, confident individual who enjoys working directly with people, has excellent attention to detail and is comfortable balancing multiple priorities in a dynamic community setting.

Applicants must submit a cv and covering letter explaining why they are applying for the post and their suitability.

Email your application to:

mollie@properjob.org.uk

Closing date:

Sunday 23rd

August 2026

properjob.org.uk





ENGAGEMENT OFFICER

JOB DESCRIPTION

HOURS

Part-time (20 hours per week)

This is a fixed-term contract running until 30th July 2027 with scope to extend subject to funding.

SALARY

£26,000 per annum (FTE), £13,867 actual salary for 20 hours per week.

CLOSING DATE

11pm, Sunday 23rd August

INTERVIEWS

Taking place the week commencing Tuesday 1st September, in person at Proper Job's Huddersfield Office

LOCATION

Based at Proper Job Theatre Company's office in Huddersfield, with regular travel across Kirklees and Calderdale and occasional travel across West Yorkshire and Manchester.

REPORTS TO

Engagement Manager – Mollie Wood



ENGAGEMENT OFFICER

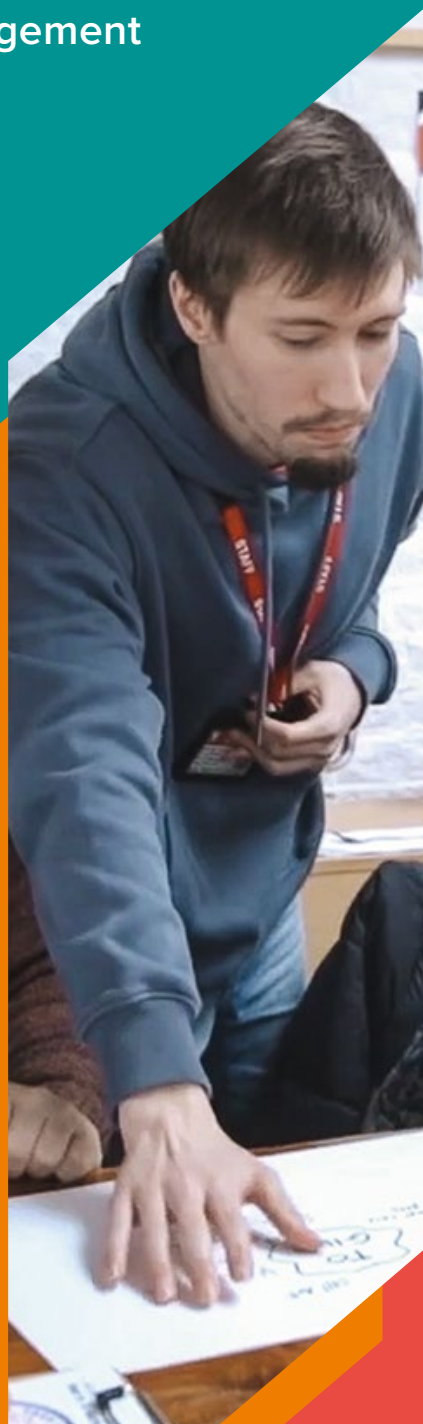
JOB DESCRIPTION

PURPOSE OF ROLE

The Engagement Officer plays a key role in supporting Proper Job Theatre Company's community engagement and adult learning programmes.

Working closely with the Engagement Manager and Engagement team, the postholder will recruit participants, build relationships with referral partners, provide high-quality learner support, coordinate programme administration and help ensure projects achieve their outcomes.

This role combines relationship building, administration and practical delivery, making it ideal for someone who enjoys working directly with people, has excellent attention to detail and is comfortable balancing multiple priorities in a dynamic community setting.



MAIN DUTIES AND RESPONSIBILITIES

Participant Engagement

- Recruit participants onto adult learning programmes and creative activities in Kirklees and Calderdale
- Conduct initial conversations with prospective learners to determine eligibility and suitability
- Maintain regular contact with participants throughout their learning journey with Proper Job
- Support participants to overcome barriers to engagement and progression
- Encourage attendance, retention and successful completion of programmes
- Signpost participants to additional services where appropriate

Partnership Working

- Build and maintain positive relationships with referral organisations and community partners
- Attend networking events and partnership meetings
- Promote Proper Job's programmes within local communities
- Develop new referral opportunities to reach target audiences

Programme Administration

- Maintain accurate participant records using CRM systems and project databases
- Complete enrolment paperwork and monitor participant progress

- Support data collection for monitoring and evaluation
- Ensure GDPR requirements are always met

Course Support

- Assist in the preparation of spaces and materials for activities
- Welcome participants and support facilitators during induction sessions
- Help create an inclusive, welcoming environment where participants feel safe and valued

Safeguarding

- Identify any safeguarding or wellbeing concerns and report them in line with company procedures
- Work within organisational safeguarding, Prevent and health and safety policies at all times

General

- Always Represent Proper Job Theatre Company professionally
- Contribute to team meetings and planning sessions as required
- Undertake any other duties appropriate to the role as required



PERSON SPECIFICATION

Essential Experience

- Experience working with adults in community settings
- Experience providing administrative support
- Experience building positive relationships with a range of stakeholders
- Experience working towards targets or project outcomes

Knowledge

- Understanding of barriers that may prevent adults from engaging in learning, employment or community activities.
- Knowledge of local support services and community resources in the Kirklees and Calderdale areas
- Awareness of safeguarding responsibilities within adult learning and community settings
- Good understanding of equality, diversity and inclusion

Skills

- Empathetic and approachable
- Positive and proactive attitude
- Reliable and adaptable
- Committed to helping people achieve their potential
- Passionate about arts, creativity and community engagement

Desirable

- Experience within adult education or community learning
- Experience using CRM systems
- Experience working within the voluntary, community or cultural sector
- Experience of maintaining accurate records to meet organisational and funding requirements
- Safeguarding training
- Full UK driving licence and access to a vehicle

What We Offer

- Flexible working arrangements in line with the needs of the organisation
- Ongoing training and professional development
- Opportunities to make a meaningful difference within local communities
- A supportive and collaborative team environment

**You can find out more about Proper Job Theatre Co.
and the work we do by visiting our website:**

properjob.org.uk



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We believe in the power of creativity to engage, challenge and transform!

GENERAL DATA PROTECTION REGULATIONS

The information submitted by applicants will be held and used by Proper Job Theatre Company in accordance with the provisions of the above Act and all relevant subsequent legislation. This information will be held and processed for the purposes of personnel / payroll administration and statistical business analysis. The information will be stored manually and electronically and disposed of after 6 months if application is unsuccessful.

If information provided on a CV and/or covering letter is incorrect or contains false statements this would render the applicant liable to summary dismissal.

DISABILITY CONFIDENT EMPLOYER

Proper Job Theatre Company strives to increase disabled people's access to work. We are a disability confident employer which means we guarantee interviews for suitably qualified disabled applicants who meet the minimum standard for all essential criteria in the employee specification. Therefore please tell us in your covering letter if you consider yourself to be disabled.

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to an interview.

Please give details of any adjustments that would need to be made in order for you to carry out the duties of the job if appointed.

EQUAL OPPORTUNITIES POLICY

Proper Job Theatre Company is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, gender reassignment, responsibilities for dependants, age, physical/mental disability, marriage or civil partnership, pregnancy or offending background.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Proper Job complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.