



Advice and Programmes Manager: Recruitment Pack

Deadline:
10am,
Wednesday 22
October 2025

About Theatres Trust

At **Theatres Trust**, we know that theatres and all the brilliant cultural activities that take place within them help to make us happier and more connected human beings.

Theatres contribute significantly to our local economies and make our towns and cities vibrant places to live and visit. We know theatres improve our mental health, create jobs for local people, and provide opportunities for young people to grow in confidence. In short, there is nothing quite as magical as a theatre.

We believe that everyone, no matter who they are or where they live, should have access to theatre and experience inspirational and transformative live performance.

But many theatres across the country struggle financially just to keep the doors open and a number are under threat of permanent closure or demolition. The challenges facing our theatres have worsened over the last few years, with huge increases in maintenance and energy costs plus cuts in vital funding sources.

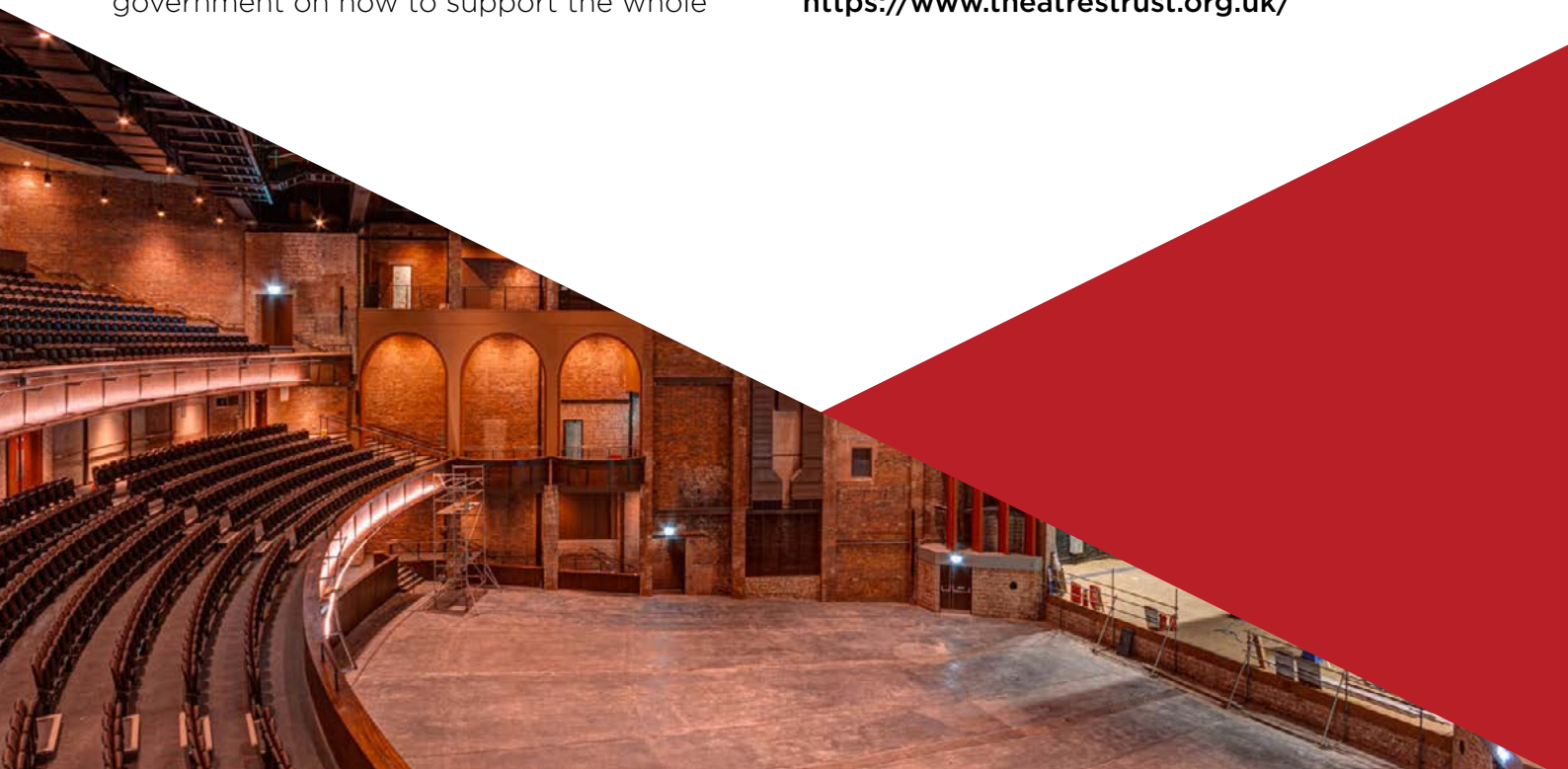
This is where Theatres Trust comes in. We are the only organisation in the UK that is empowered to protect and champion the future of every theatre across the country. We are a Department of Culture, Media and Sport Arm's-Length Body that advises the government on how to support the whole

of the UK's theatre sector, from small-scale community spaces through to large-scale commercial venues. We are also a statutory consultee in the planning system in England, Scotland and Wales, which means Local Planning Authorities must consult us on any planning application involving or impacting a theatre. We therefore help shape and protect the future of cultural infrastructure in every part of the country.

We also operate the **Theatres Trust Charitable Fund**, which advocates for theatres across the country, provides free and impartial expert advice, and awards grants to organisations making a difference in their community.

In **2026**, we will mark the 50th anniversary of the Theatres Trust Act being passed in parliament with a year of celebration, events, and high-profile supporter contributions. Led by Joshua McTaggart, our new CEO who joined the organisation at the end of 2024, Theatres Trust is envisioning a reinvigorated future where our organisation plays an even more impactful role in shaping and stewarding the future cultural heritage of our country.

To find out more, visit
<https://www.theatrestrust.org.uk/>



Advice and Programmes Manager

Theatres Trust is seeking a passionate and experienced individual to join our team of sector specialists in the newly created role of Advice and Programmes Manager.

The Advice and Programmes Manager will take a leading role in helping to create, protect, and adapt theatres across the UK for the benefit of communities, audiences, and artists.

Working across our Theatre Buildings and Theatre Management portfolios, the postholder will help deliver our Theatres Advice Service, which provides bespoke strategic advice and guidance to key stakeholders including theatre operators, theatre managers, and local authorities, as well as community and campaign groups working to bring theatres back into public use.

In addition, the role will oversee key programmes that advance Theatres Trust's sector development objectives. Currently, this includes two grant schemes, our annual Theatres at Risk Register, and the conclusion of the *Resilient Theatres: Resilient Communities* programme. There will also be opportunities to design and deliver new programmes that strengthen resilience, governance, and business planning across the sector.

Looking ahead, as Theatres Trust embarks on a longer-term internal transformation programme, the Advice and Programmes Manager will be central to shaping the future of how we support theatres and ensuring our services and programmes are effective, forward-looking, and responsive to the needs of the sector.



Key Duties and Responsibilities

Theatres Advice Service

- Provide strategic guidance on governance, business planning, fundraising, and operational models to theatre owners, operators, local authorities, and community or campaign groups working to bring theatres back into use.
- Collaborating with the Head of Theatre Management and Head of Theatre Buildings, deliver in-depth casework support where required.
- Broker and facilitate engagement with wider stakeholders including local councils, theatre owners and managers, public funding bodies, local businesses, educational institutions, and heritage organisations.
- Develop and share practical resources and 'guidance notes' addressing common sector challenges.

Theatres at Risk Register

The Theatres at Risk Register is an on-going programme that raises the profile of, and provides support for, theatres at risk of permanent closure or demolition.

- Lead engagement with community campaign groups and other stakeholders involved in theatres on the Register, supporting them to develop actionable plans and achievable targets to revive, restore, and sustain their theatre.
- Work directly with community groups to identify their needs and strengthen their capacity to take on the ownership or management of a theatre.
- Manage the preparation and launch of the annual Theatres at Risk Register.
- Provide timely updates to highlight milestones and share success stories.

Resilient Theatres: Resilient Communities (Ending May 2026)

- Oversee successful delivery, evaluation, and reporting in line with the existing project plan, budget, and National Lottery Heritage Fund requirements.
- Manage quarterly reporting, funder relationships, and final project completion documentation.
- Ensure effective budget management during the final stages of the programme.
- Provide on-going support to existing grantees to meet their monitoring and reporting requirements.
- Manage the Skills Bank process, ensuring effective contracts, communication, and quality delivery by pool of external experts used.
- Work with the Training Producer to ensure robust monitoring and evaluation of the programme, with specific responsibility for grants and Skills Bank data.



Linbury Small Grants Scheme and Theatre Improvement Grant Scheme

- Scope, manage, and refine existing grant schemes, ensuring clear funding criteria and maximum sector impact.
- Assess grant applications, make UK-wide funding recommendations, and prepare detailed evaluation and impact reports for funders and trustees.
- With support from Operations and Governance Co-ordinator, oversee application tracking and applicant communications.
- Devise and deliver webinars and workshops to support prospective applicants and break down barriers to funding opportunities.

Wider Team Responsibilities

- Collaborate with Head of Communications and Marketing to promote services and programmes including grants, Theatres at Risk, and success stories.
- Provide Head of Partnerships and Philanthropy with insight and information that enhances fundraising for current and future programmes.
- Support the Head of Transformation as they explore the options to expand, evolve, and enhance Theatres Trust's services and programmes.
- Champion and advocate for the aims and objectives of Theatres Trust.
- Take responsibility for ongoing professional development, actively identifying opportunities to build knowledge and skills.
- Contribute to the successful delivery of Theatres Trust events and programmes as required.
- Promote and support a culture of equity, diversity, and inclusion in the workplace.
- Undertake any other reasonable duties aligned with the scope and purpose of the role.



Person Specification

We are looking for someone who can pick up a number of on-going projects while also bringing experience from the culture or heritage sector to help build and evolve our future services and programmes as part of a small but dedicated team.

Essential Criteria

- Experience of working with cultural organisations
- Experience of working with community organisations
- Knowledge of good charity and voluntary sector management and governance
- Experience of planning and delivering online and in-person events
- Excellent project planning and management skills, including monitoring and evaluation
- Experience of grant management and application processes
- Experience of line managing staff and/or consultants
- Excellent written and verbal communication skills, with demonstrable experience of engaging with varied audiences
- The ability to manage own time, prioritise, and be self-supporting in terms of administration
- The ability to work as part of a team
- Good ICT skills, especially competency with Microsoft Office

Desirable criteria

- Experience of providing advice services and/or structured support
- Experience of delivering grant funded projects, including the National Lottery Heritage Fund
- Experience within professional theatre or heritage management
- Experience of working with professional stakeholders including local authorities
- Experience of lease agreements
- Experience of creating business plans and other financial forecasts
- Experience of heritage-based or theatre sector capital projects
- Experience of audience development strategies
- An interest or experience in theatre heritage buildings
- An understanding of the planning system and architecture, design and heritage
- Experience of fundraising



Terms and Conditions

Job Title	Services and Programmes Manager
Responsible to	Head of Theatre Management
Responsible for	External consultants working with our programmes
Working with	Head of Theatre Buildings, RT:RC Training Producer, and National Planning Manager
Contract	Full-time, permanent
Working Hours	35 per week Usual office hours are Monday – Friday, 9.30am-5.30pm with an informal flexi-time system in operation. Very occasional weekend and evening work may be required
Work Base	22 Charing Cross Road, London, WC2H 0QL. Hybrid working is offered, with a current minimum of 2 days in the office per week. This is reviewed annually.
Salary	£45,000 per annum, paid monthly by PAYE
Benefits	6% employer pension contribution after 3 months Training and development opportunities
Annual Leave	28 days per annum plus Statutory Bank Holidays
Probation Period	6 months
Notice Period	One week during probation period, 3 months thereafter



How to Apply

To apply, please send your **CV and a cover letter** of no more than **two A4 pages each**, along with a completed Equal Opportunities monitoring form, by email to: **info@theatretrust.org.uk**.

Please use the subject line **“Advice and Programmes Manager Application”**.

Please don't include headshots or photos of yourself in your application. Your name and contact details will be redacted before your application is passed to the shortlisting panel.

Deadline for applications:

10am, Wednesday 22 October 2025.

First round Interviews will take place at the Theatres Trust offices in central London on **Wednesday 5 November 2025**. Please let us know in your email of your availability on this day.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who self-identify as disabled.

All candidates who self-identify as disabled and who demonstrate that they meet the minimum criteria will be invited for an interview, in line with the Equality Act 2010.

If you have any questions or would like to discuss the role and organisation before applying, please contact Laura Wootten, our Head of People, Operations and Finance on **laura.wootten@theatretrust.org.uk**.

