

SOCIETY OF
**LONDON
THEATRE**

EST 1908

**UK
THEATRE**

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Job Pack



Member Programme Officer (EDI & Networks) – Maternity Cover

Published on 29 April 2025

Who we are & what we do

Based in the heart of Covent Garden, Society of London Theatre (SOLT) & UK Theatre are the membership bodies for the theatre sector, representing theatre producers, managers, owners and operators.

We have a shared staff team working together to deliver our joint vision and mission for our two organisations.

Our vision – the world we want to see – is a **dynamic, sustainable and world-class theatre sector**.

Our mission – what we do as an organisation – is to **champion theatre and support our members to thrive**.

In order to deliver on our vision and mission we have three joint priority areas for both organisations:

- **Membership:** Developing a growing, engaged and united membership
- **Audiences:** Increasing engagement with theatre
- **Advocacy:** Create the conditions for theatres to thrive

Our commitment to Diversity, Equity and Inclusion

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.

The Member Programme Officer (EDI & Networks) role...

This role works within the Member Programme Team to deliver a dynamic and comprehensive member programme. Our programme includes conferences, training courses, webinars, forums and networking. You will take ownership of key activities, with a particular focus on inclusivity and representation. You will play a crucial part in identifying and responding to the needs of our members through our programme.

How to apply

To apply for this role please answer the questions [here](#) and send your answers by email including in the email subject line “[Your first name initial and surname], Member Programme Officer” to jobs@soltukt.co.uk.

Closing Date for Applications: 5pm on Monday 26 May 2025.

Interviews: interviews will take place on Mon 2 June, Thu 5 June, and Mon 9 June.

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, if you are selected for interview, at the interview stage, please email us at jobs@soltukt.co.uk and the HR team will get in touch with you.

Contract type	12 month fixed term contract. 17.5 hours per week.
Salary band	The band for this role is Band D (£30,000 - £42,000 FTE). There is an expectation that you would start at the bottom of the band.

<p>Key responsibilities & accountabilities</p>	<p>Programme Delivery</p> <ul style="list-style-type: none"> • Along with the Member Engagement Officer, support on the coordination and delivery of programme activities, such as member forums and webinars, maintaining high standards of quality, accessibility and inclusivity. • Work with the Member Programme Manager to suggest and develop new programme proposals to address emerging member needs, drawing on your insights from member networks, industry groups, and feedback from the Member Engagement Team. • Work with the Member Programme Manager and Member Engagement Officer to ensure the member programme is aligned with member priorities and needs and reflects SOLT & UK Theatre's commitment to inclusivity and representation. • Contract speakers/facilitators for relevant activities within the member programme. • Brief the marketing team on the promotion of relevant programme activities. • As part of the Member Programme Team, attend Programme Working Group meetings to update and report on your programme areas. <p>Key Programme Activities</p> <ul style="list-style-type: none"> • Work with the Member Programme Manager to develop Future Leaders; a new peer network for early career, under-represented individuals working in SOLT & UK Theatre member organisations. You will facilitate recruitment, coordinate the network, organise and facilitate learning and networking events, gather regular feedback from network members, and prepare reports on progress against key performance indicators. • Work with the Head of Membership and Member Governance Officer to support the SOLT Associates
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	<p>programme, including recruitment, onboarding, facilitating networking and learning opportunities, and conducting end of cohort interviews. You will be the pastoral point of contact for SOLT Associates. You will ensure the programme aligns with the broader member development strategy, with a key focus on diversity and inclusion throughout.</p> <ul style="list-style-type: none"> • Coordinate SOLT & UK Theatre's Outreach Network, a network of individuals working in the fields of creative learning, access and participation within SOLT and UK Theatre member organisations. You will keep the network distribution list up to date, recruit new network members and ensure relevant information and news is distributed to the network. You will coordinate and facilitate Outreach Forums for network members, showcasing good practice in the field and coming together to tackle shared challenges. You will monitor and report on the performance and impact of Outreach Forums using key performance metrics. • Organise, programme and facilitate regular networking events for the SOLT & UK Theatre membership, focusing on fostering peer connections and sharing knowledge among members. Work with the Business Development team to ensure any sponsors are kept involved and informed. • Participate in a creative industries EDI Network Group for membership bodies. You will share relevant information arising from the group with colleagues and members and represent member interests when attending group meetings. • Work with member organisations to coordinate theatre attendance at the Big Bang Fair – a STEM careers fair for young scientists and engineers – showcasing theatre roles
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	to talent pipelines the industry is not traditionally reaching.
Directorate	<p>This role sits within the Membership Team whose focus is to ensure we have a growing, engaged and united membership including a skilled, diverse and productive workforce for now and the future. Our team plays a key role in helping to retain and recruit members and develop high quality member benefits and services. We run a comprehensive programme of activities to educate, support, connect and inform members. We actively engage with members regularly and build relationships to nurture member insights and activities.</p> <p>Reporting to your line manager: Member Programme Manager</p> <p>Direct reports: None</p>
Technical knowledge & skills required	<ul style="list-style-type: none"> • A thorough understanding and commitment to equality, diversity and inclusion, with up-to-date knowledge of the Equality Act 2010 and experience working in this area. • Experience working in or with outreach roles (e.g. participation and learning), preferably within the creative industries. • Experience coordinating events, learning opportunities or large-scale meetings • Ability to contract and work with speakers, trainers, facilitators and experts in the field • High level of attention to detail • Ability to problem solve and take the initiative

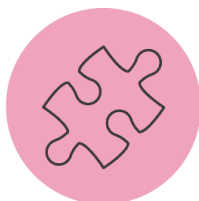
	<ul style="list-style-type: none"> • An interest and broad understanding of the theatre industry
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Our Values



Purpose

We work with and for our members



Contribution

We own our impact



Ambition

We believe in the art of the possible



Collaboration

We are all in it together



Inclusion

We champion and celebrate diversity

Working with us

Society of London Theatre and UK Theatre support the welfare of their employees and offer a range of short-term and long-term benefits. We regularly review our employee benefits in consultation with staff to ensure our offer is competitive and fit for purpose in today's society.

Detailed below are those benefits currently available – unless stated otherwise, these are non-contractual and subject to change.

Agile and Flexible Working	<p>Our offices are based in Covent Garden, London.</p> <p>Most of our roles are eligible for hybrid working and our current hybrid working policy is for staff in those roles to work in the office or with members for a minimum of 60% of your working week. You are, of course, welcome to come in more than that if you prefer and at key times (particularly around events) we may need the team in the office more.</p>
Your Health and Wellbeing	<p>The health and wellbeing of our staff is our utmost priority. We offer a range of benefits to support your physical and mental health.</p> <p>WeCARE - Digital Wellbeing. Delivers a complete solution across Physical & Mental Health, Finance and Legal support and wellbeing advice from qualified professionals tailored to the individual.</p> <p>MyStrength - One to one support with a qualified Wellbeing guide, a person there to help and support on your wellbeing journey. Support is built around the individual.</p> <p>Toothfairy - Access to smart dental App – Your personal dentist.</p> <p>The following are optional benefits:</p> <ul style="list-style-type: none">• Paid annual eyesight test.• Paid annual flu vaccination.

Your Finances and Protection	<p>We offer a competitive pension scheme and further protections.</p> <p>Pension Scheme</p> <ul style="list-style-type: none"> Contributory pension scheme - The current contributions are as follows: <ul style="list-style-type: none"> Employer Contribution: 5% of gross pay. Employee Contribution: Minimum of 3% of gross pay. <p>Personal circumstances</p> <ul style="list-style-type: none"> Death-in-Service Insurance Cover – 3 x annual salary. Income Protection – long term sickness cover for a proportion of salary for up to 2 years.
Annual Leave	<ul style="list-style-type: none"> 25 days annual leave plus bank holidays (contractual), rising to 27 days annual leave after 5 years continuous service. Non contractual time off: your Birthday off or a day off within two weeks of your birthday. Company Closure Day, normally on a day next to a Christmas bank holiday.
Personal Development	<ul style="list-style-type: none"> We invest and believe in continuous professional development and training opportunities for all. Where appropriate, we suggest and arrange professional mentors to offer additional external guidance.
Travel to work	<p>Our offices are based in the heart of Covent Garden. Many of our staff walk, use public transport or cycle to work or a combination of the above.</p> <p>An interest free Travel Season Ticket loan is available after the probationary period.</p>
Theatregoing	<p>Our staff champion theatre and the work of our members. That includes attending regular theatre productions and visiting members (where appropriate) across the UK.</p>

	<ul style="list-style-type: none"> • Staff are offered complimentary tickets to see shows on set dates and sometimes to attend opening nights of productions. • All staff can buy Theatre Tokens with a 10% discount.
Events and experiences	<ul style="list-style-type: none"> • We offer many opportunities to get involved with events such as West End Live, the Olivier Awards, Kids Week workshops and Theatre Craft (jobs fair for craft roles in theatre sector).
Socialising with colleagues	Our staff regularly socialise together as a team and this is led by a dedicated social committee.
Sustainability	We have a dedicated Green Committee to champion sustainability and a green agenda throughout our building and the way we work.
Local discounts	<p>We are fortunate to work in the beautiful surroundings of Covent Garden and have negotiated a range of local benefits for our staff to enjoy.</p> <ul style="list-style-type: none"> • Local retail discounts through Heart of London Club and Love Covent Garden. • 20% off at Trevor Sorbie hair salon.