

Programmes & Operations Coordinator (Circus School)



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Post Information

Job Title:	Programmes & Operations Coordinator (Circus School)
Direct Report:	Company Director
Supervising:	Circus Training Team
Hours of Work:	Part-time (up to 30 hours per week)
Start Date:	August 2026 (with flexibility)
Employment Contract:	1-year contract (extension dependent on funding)
Remuneration:	£28,286 (pro-rata) starting salary
Location:	44a-48a Waterloo Street, Derry-Londonderry BT48 6HF

About In Your Space Circus:

Based in Derry-Londonderry in the North-West of Northern Ireland, we are a circus school and performance company focused on circus, street theatre and outdoor productions. We work individually and in collaboration with organisations and communities, delivering circus skills and performance (including juggling, diablo, acrobatics, unicycle, aerial, stilt-walking, clowning, etc.), street theatre productions, visual arts, music, costume-making, large scale installations and theatre.

Our Work

Current activities include:

- An **open circus school** training children, young people and adults in a wide range of circus and performance skills.
- Personal and social development of children and young people from disadvantaged groups and communities through a proactive **social circus outreach programme** in a range of community contexts across the North-West region.
- **Circus and street theatre performances and productions** at a wide range of festivals and other events.
- Producing our annual **Circus, Arts and Music Festival – Carnival of Colours**.
- **Event Management** services including Big Top and technical equipment hire.

The Company

In Your Space Circus is a charitable company limited by guarantee with a board of directors. We work with over 125 freelance artists each year, supported by three full-time and three part-time staff. Core and Programme funding is provided by the Arts Council of Northern Ireland and Derry City and Strabane District Council. Other core and project funding comes from trusts and foundations, sponsorship, donations and earned income.

IYSC Strategy 2024-2028

Our Vision

A vibrant, connected and thriving community where artists, participants and audiences have the space to explore and develop their creative talents through circus, street theatre and play.

Our Mission

To unleash the power of circus and street theatre, igniting the imagination and transforming lives and communities.

Our Values

Circus as a vehicle for social change

We believe in the power that circus and street theatre has in bringing about personal and social change and building vibrant and supportive communities.

Creativity and play

We believe that through creativity and play everyone can flourish and express their unique selves.

Lifelong learning

We believe in using the medium of circus to make sure people can continue to learn throughout their lives.

Inclusion

We are committed to delivering street theatre and circus in highly creative and inclusive ways, ensuring meaningful engagement for everyone, no matter what their age, ability or background.

Collaboration

We are passionate about harnessing creative opportunities and being more effective by working together with others.

Excellence and Innovation

We are committed to ensuring that everything we do and create is of the highest quality and continually innovates and improves.

Our Goals 2024-2028

GOAL 1: Our Home

To ensure we successfully move into the Cathedral School and develop a home which meets the needs of our artists, participants and audiences.

GOAL 2: Performance and Events

To increase the ambition and quality of our performance and producing work.

GOAL 3: Education and Training

To increase progression routes for everyone to have the opportunity to develop circus and street theatre skills at their own level.

GOAL 4: Social Circus Outreach

To harness the power of circus to support the health and wellbeing of people and communities, and encourage them to reach their potential.

GOAL 5: People and Culture

To ensure that we have the right people to support us in achieving our goals, and that they are supported, nurtured, and given opportunities to grow.

Our Commitments 2024-2028

COMMITMENT 1: Communications

To continue to raise our profile locally, nationally, and internationally, communicating with a consistent voice and confidence in our brand.

COMMITMENT 2: Finance

To ensure we raise the income we need to achieve our goals and that these resources are managed effectively and transparently.

COMMITMENT 3: Governance

To ensure the governance of IYSC reflects the visionary, ambitious and creative ethos of the company and effectively balances creative aspiration with compliance and best practise.

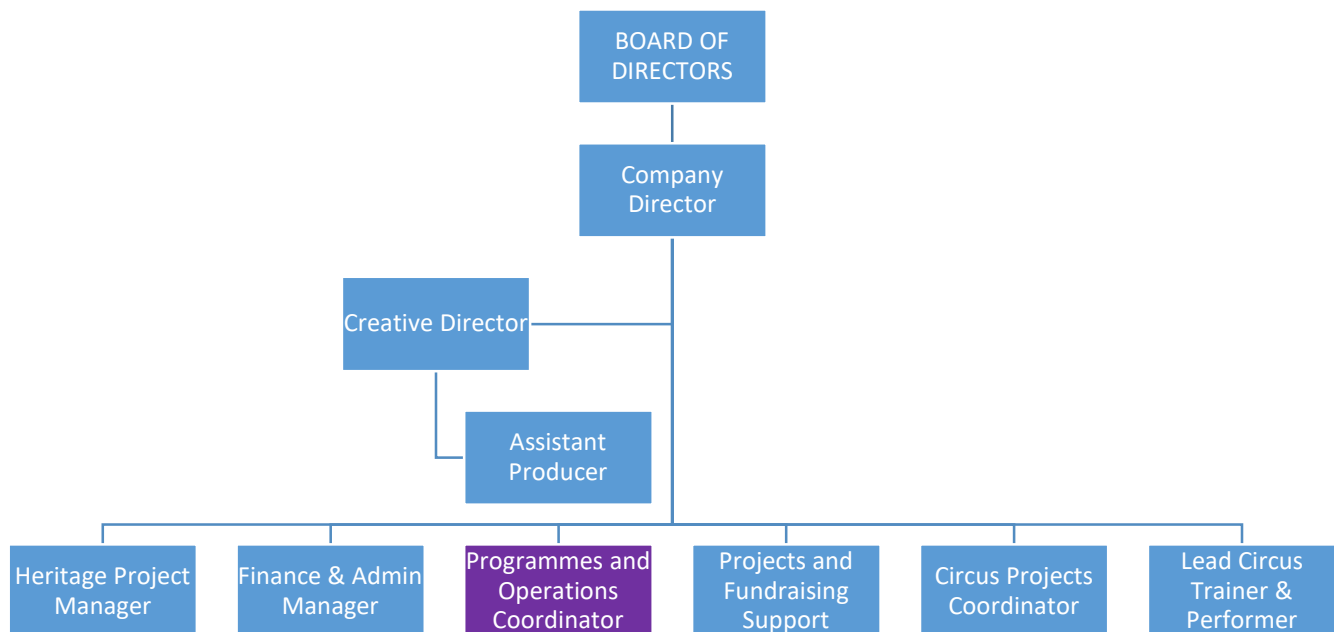
COMMITMENT 4: Change Making

To support the development of advocacy, lobbying and practice in relation to circus and the arts.

COMMITMENT 5: Artistic Excellence

To support the highest quality delivery in circus education and performance while encouraging skills and talent development at all levels of circus.

Company Structure



Programme & Operations Coordinator Job Description

About the Role

This is a much needed, key coordination role within In Your Space Circus, responsible for supporting the smooth running, coordination, and ongoing development of our Circus School programmes.

This role combines operational coordination, programme development, and training team support.

You will be working closely with the Company Director, Circus Projects Coordinator (Social Circus Outreach), and freelance training team. You will also collaborate with our Creative Director to ensure that the Circus School and professional performance work are intrinsically linked.

The post-holder will help ensure that Circus School participants have a safe, high-quality, and meaningful experience, while also supporting the continued development of structured learning pathways and progression opportunities.

While our organisation is rooted in circus arts, we welcome applicants from a wide range of backgrounds including youth work, education, community arts, and programme management.

Circus-specific experience is not required.

Main Duties & Responsibilities

1. Circus School Operations & Coordination

- Coordinate the day-to-day running of Circus School programmes, sessions, and projects
- Manage trainer scheduling, booking systems, and delivery logistics
- Collaborate with the Circus Project Coordinator to ensure that Circus School and Social Circus Outreach programming is coordinated and staffed appropriately
- Act as a key point of contact for participants, families, and trainers
- Support venue planning and practical delivery requirements
- Help ensure systems and communication processes run smoothly and consistently

Focus: keeping the Circus School organised, safe, reliable, and well-coordinated

2. Training Team Support & Coordination

- Support communication and coordination across the freelance training team
- Help with session planning and keep delivery quality consistent across programmes.
- Help ensure trainers have the information, resources and support they need to deliver effectively

- Contribute to maintaining a positive, collaborative team culture
- Support recruitment and onboarding of freelance staff where required

Focus: helping trainers deliver high-quality sessions in a coordinated way

3. Programme & Curriculum Development

- Work with the Company Director and training team to develop and refine learning pathways
- Support the design of structured, progressive curriculum frameworks across programmes
- Contribute to the ongoing development of the Aspiring Leaders programme (our progressive programme for developing young people aged 15-22 identified as potential trainers/artists)
- Help ensure sessions are developmentally appropriate and inclusive
- Support improvements to how participants progress through the organisation

Focus: improving what we deliver and how participants develop over time

4. Participant Experience

- Support a positive, inclusive, and engaging experience for all participants
- Maintain communication with participants and families where needed
- Help identify participant needs and feed this into programme development
- Support performance opportunities, exchanges, and experiences

Focus: ensuring participants feel supported, motivated, inspired and able to progress

5. Evaluation & Improvement

- Support monitoring and feedback processes across programmes
- Gather insights from participants, their families and trainers
- Help identify opportunities to improve delivery and systems
- Contribute to reporting for funders where required
- Contribute to reporting for board meetings and board sub-groups

Focus: learning from delivery and improving practice over time

6. Safeguarding & Professional Standards

- Uphold safeguarding policies and safe practice across all delivery
- Ensure compliance with safeguarding training and procedures
- Promote a culture of safety, respect, and accountability

About You

We are seeking a candidate who is proactive, reliable, and highly organised, with strong attention to detail. You can work independently and use your initiative, but you also thrive as part of a fast-paced, collaborative team.

You are creatively curious and always thinking about how we can do things better. Most importantly, you care about the personal and creative development of people from all backgrounds, and you want to be part of an organisation that genuinely matters to its community.

Essential Criteria:

- At least 3 years' experience coordinating projects within community arts, youth development, education, or a related field.
- Highly organised and confident managing multiple systems, priorities, and deadlines
- Digitally confident and able to demonstrate an excellent level of competence in using various IT packages (e.g. Microsoft office, email, spreadsheets, booking or CRM systems)
- Comfortable supporting, coordinating and supervising teams of freelance staff or practitioners
- A proactive team player who takes initiative and solves problems independently
- An effective communicator with strong interpersonal and relationship-building skills
- Calm, practical, and confident in managing day-to-day operational challenges
- Interested in learning, development, and structured progression for children and young people
- Committed to inclusive practice and working with diverse communities
- Clear about the power of the arts as a vehicle for personal development and social change
- Experienced in monitoring, evaluation, or feedback systems

You do not need circus experience. We are looking for people with strong transferable skills in programme coordination, education, youth work, or community practice, and an interest in creative learning environments.

Desirable Criteria (not essential)

- Experience contributing to or supporting curriculum design or structured learning programmes
- Experience in safeguarding-led environments involving children and young people
- Experience supporting participant progression or development pathways
- Experience working with external partners, consultants, or researchers

Other Requirements

- Willingness to work flexible hours as required by programme delivery
- Good understanding of safeguarding responsibilities for children and young people
- Awareness of Health & Safety responsibilities in a delivery environment
- Commitment to Equality, Diversity & Inclusion principles
- Full, clean driving licence and access to a vehicle (desirable but not essential)

OTHER INFORMATION

1. Work Hours

This position is part-time (up to 30 hours per week).

2. Place of Work

This position will be based at IYSC's office base: Waterloo House, 44a-48a Waterloo Street, Derry-Londonderry.

3. Funders

This post is funded by IYSC's unrestricted income. Subject to funding and generated income, this role will be extended beyond 1 year.

4. Expenses

Reimbursed by prior agreement (where reasonably incurred and properly documented). Approved mileage for work-related travel will be reimbursed monthly, subject to an approved claim form.

6. Safeguarding Policy

In line with the company's Safeguarding Policy this position is subject to Access NI checks. Full adherence with this process will be requested in the event of a successful application.

7. Accessibility

If you require copies of documentation in alternative formats, for example large print, please contact cath@inyourspaceni.org. If you have any particular requirements, should you be invited to interview, please make this clear in your application.

For background information on the company, please visit our website at www.inyourspaceni.org and see our Facebook page: <https://www.facebook.com/inyourspacecircus>

If you would like an informal conversation about the role, we'd be delighted to hear from you. Please contact cath@inyourspaceni.org to arrange a suitable time to chat.

HOW TO APPLY

- a) This is an email **ONLY** application process. Hard copies will not be accepted.
- b) All applications must be submitted on the application form supplied.
- c) It is the responsibility of the applicant to ensure that applications are completed as fully and concisely as possible based on the Job Description, Criteria and Person Specification supplied.
- d) Applications should be sent via email, to cath@inyourspaceni.org
- e) **It is the applicant's responsibility to ensure submission of the completed application by 11:59pm on Monday 6th July 2026. Late applications will not be considered.**
- f) Candidates shortlisted for interview will be required to deliver a presentation and/or undertake a task; a brief will be supplied in advance. **Interviews are provisionally programmed to take place on the 20th & 21st July 2026.**