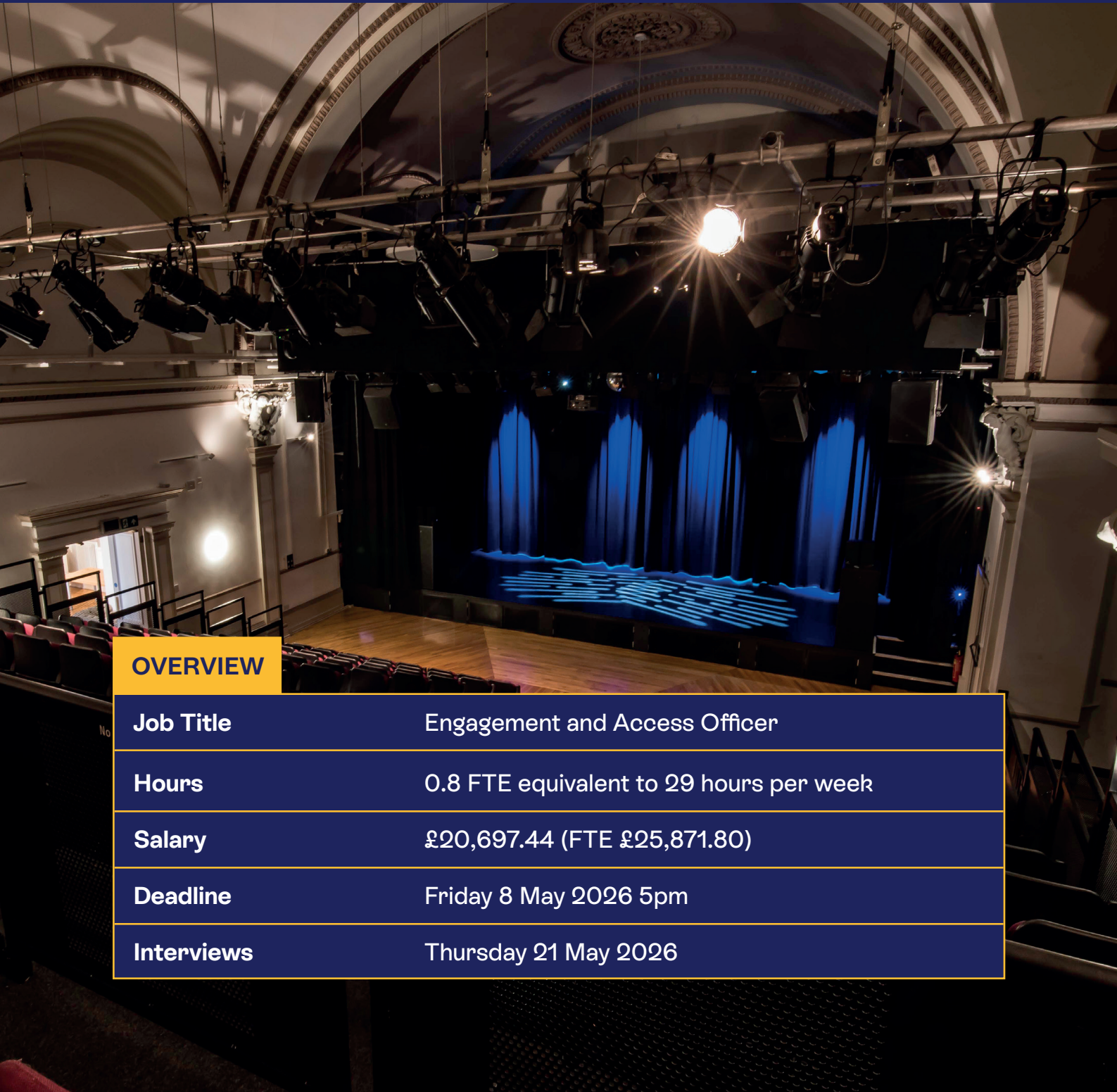


# Recruitment Pack



## OVERVIEW

Job Title	Engagement and Access Officer
Hours	0.8 FTE equivalent to 29 hours per week
Salary	£20,697.44 (FTE £25,871.80)
Deadline	Friday 8 May 2026 5pm
Interviews	Thursday 21 May 2026



# ABOUT THE MET

**Welcome to The Met, a place where creativity flourishes and everyone is welcome.**

## What Makes Us Special

At The Met, we're not just another organisation; we're a welcoming space that celebrates diversity. Our magic lies in presenting a variety of performances – from live music to theatre and comedy. But that's not all! We're also a hub for community workshops, a recording studio, and a creative business centre. And let's not forget the excitement of our events across Bury which highlight all the town has to offer.

## Our Vision

Our dream is to be a cultural gem that everyone can enjoy. We're on a mission to blend our international reach with local impact, making Bury a cultural leader in Greater Manchester that's accessible to all.



## Our Mission

At The Met, we're all about making music, creativity, and fun accessible to you. It's not just about excellence; it's about sharing the joy of quality performances. We're here to make a positive impact on lives by opening doors to inspirational shows and opportunities that celebrate diversity, boost wellbeing, and bring out the local pride in all of us.



## Where we are

Our home is a Grade II listed building on Market Street in Bury (The Met, Market St, Bury BL9 0BW).



## Benefits

Enjoy the perks of being part of The Met family! As a **Real Living Wage Employer**, we not only value your contribution but also offer flexible working, a generous employer pension of 5%, and a unique volunteer scheme allowing you to make a positive impact beyond our walls.

The Met operates a flexible working policy with the option to work from home for 2-3 days per week.

We offer 23 days annual leave per year plus bank holidays (pro rata).

We are a **Mindful Employer Plus** giving staff access to training and helplines 24/7. We are a supporter of the **Greater Manchester Good Employment Charter** and a **Disability Confident** employer.

## Partners & who we work with

We work in partnership with many organisations in Greater Manchester and nationally. We are funded by **Bury Council**, **Greater Manchester Combined Authority** and **Arts Council England** and we work with these partners to create impact locally and nationally.



## Subgroups and focus

We have a number of internal working groups including EDI, Access, HR and wellbeing and environmental.

## What is it like to work here?

“The Met provides me with an exciting variety of tasks that engages both my creative and administrative skills, and enables me to work across all departments, helping me to form strong working bonds with all of my colleagues.” Jack Forrest



# ROLE OVERVIEW

## Context of Role

This role has been developed to provide support for the growing education and engagement offer that we have at The Met. This provision encompasses in-house workshop activity for children, young people and adults; community partnership projects; work with local schools and colleges including careers and employability work; and audience development-focused work with targeted groups.

This programme of work enables The Met to develop its profile as a vital service for the people of Bury, connecting arts and culture with young people, vulnerable people and those who might not regularly engage with the arts.



The **Engagement and Access Officer** will work closely with the Engagement and Access Manager to implement an ongoing strategy that aims to increase the number of people engaging with our venue and events through creating and maintaining strong partnerships, ensuring participants have excellent experiences and developing new provision that fills clear gaps for the community.

## Accessibility Information

The Met is committed to being accessible and inclusive in our recruitment processes. We welcome applications from all sections of our community. As such, if you are an applicant within a protected characteristic, you will be guaranteed an interview for this role if you meet the essential criteria.

We will be sending questions in advance to candidates invited for interview, if you would prefer these in an alternative format (ie. Large print or audio) please indicate this on your application. The Met is an accessible building, for information on our facilities please visit this link [themet.org.uk/visit/access/](https://themet.org.uk/visit/access/).

If you have any access needs that you would like to discuss, please contact us on the email/phone number below.

We operate a flexible working policy and the successful candidate will be able to work from home for part of their contracted hours.

# Key Themes

This role encompasses five of the key areas in our Engagement Programme:

**1 In-House workshop groups** We have a thriving portfolio of workshop groups for children, young people and adults from 0-90 and beyond. A big part of this role will be in supporting these groups with their day-to-day running including timetabling, handling registrations, supporting groups to stage their regular shows and evaluation. You are the main point of contact for the freelance facilitators who run these groups and should be able to act as the 'on call' facilitator when needed.



**2 Partnership Projects and Holiday Clubs** Throughout the year we run a range of different projects with community partners as well as regular holiday clubs for children. Your role will include maintaining our pool of freelance practitioners and matching the correct provider to the various opportunities we have throughout the year and working with the wider team to make sure events with our partners run smoothly. You will also take operational responsibility for such events as and when they run, working closely with our events and operations team.

**3 Schools** We're looking for someone with fresh ideas and a skill for talking to people to help foster and develop our schools relationships to build a strong offer that helps to bring them into the venue; this includes visiting schools and meeting and forming relationships with teachers and school staff. This role also takes responsibility for the coordination of work experience placements for young people aged 15-25, managing the intake of expressions of interest and putting together the programme for their time with us.

**4 Music Pathways** Our new Engagement and Access strategy for 2025-28 has a focus on supporting local children and young people to progress into music industry roles whether through performance or 'back of house' involvement. This role will support with the realisation of this strategy through working with freelance artists and supporting our work experience programmes.

**5 Accessibility** This role supports the responsibility of our building to be an accessible and inclusive space through being part of project development for underserved communities, inputting to our access group and contributing to access-related initiatives cross organisationally.

## A day in the role...

A typical day in this role will include a combination of tasks from each of these different areas; this may include desk-based tasks such as diary management, emails and inputting into project plans, it will include meetings both internal and external and on occasion will involve supporting events and workshops both in the building and out in the community.

## Criteria

### ESSENTIAL

- 1 GCSEs, supplemented with relevant experience within a cultural environment (this could be volunteering).
- 2 Passion for the arts with particular experience or background in theatre or music.
- 3 Excellent written and spoken communication skills.
- 4 Proven ability to work efficiently and methodically to instructions.
- 5 Experience of working on own initiative and unsupervised.
- 6 Commitment to developing practice and willingness to attend relevant training.
- 7 Excellent interpersonal skills.

### DESIRABLE

- 1 A Level 3 qualification in an arts-related subject area.
- 2 Knowledge of the education sector (at any age/ Key Stage).
- 3 Understanding of community groups and charities outside the arts sector.
- 4 Reside local to Bury or ability to travel easily to and around the area.
- 5 Awareness of and commitment to best practice in safeguarding children, young people and vulnerable adults and GDPR.

### WORK RELATED CIRCUMSTANCES

- 1 A willingness to accept weekend and evening work, for which TOIL will be given.
- 2 A willingness to accept working around the region.
- 3 An understanding of the nature of a small arts business, meaning that at times the role may need to support Front Of House or Box Office functions, among other duties.

# HOW TO APPLY

The deadline for applications is **Friday 8 May 2026** at 5pm.

If you would like to discuss the role or ask any questions in advance of application, please email Alex Joynes via [education@themet.org.uk](mailto:education@themet.org.uk).

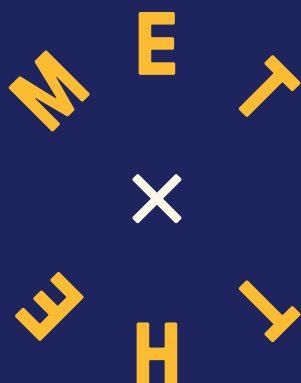
Please send a CV, an Expression of Interest or a video answering the following questions/prompts:

- Why are you attracted to this role?
- What do you feel you will be able to bring to the role?
- Please tell us about your educational background; this can include subject areas you have explored, extra-curricular activities, achievements etc.
- Please tell us about your employment history, focusing on what responsibilities you have taken on, any favourite projects you have worked on and what transferable skills you have learnt from your roles (this section can include volunteering).

Across all four questions, please try and cover each of the criteria listed in the person specification above.

While we understand that candidates may use some AI tools as part of the application process, we ask that applications are in your own words.

Email your CV and supporting statement or video response to [rebecca.schofield@themet.org.uk](mailto:rebecca.schofield@themet.org.uk), along with a completed equal opportunities form (downloadable from [themet.org.uk/equal-ops-form](https://themet.org.uk/equal-ops-form)).



Interviews will take place in person at The Met on **Thursday 21 May 2026**.

The Met strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace. Let us know if we need to adapt our processes to enable you to apply.

**Thank you for your interest in this post.**