

WE ARE HIRING



SCHOOLS ENGAGEMENT COORDINATOR

LOCATION: HYBRID (REMOTE WITH ONE IN-PERSON MEETING PER MONTH IN HERTFORDSHIRE)

HOURS: APPROX. 1 MORNING PER WEEK (FLEXIBLE)

RATE: £20 PER HOUR (FREELANCE CONTRACT, INITIALLY 6 MONTHS STARTING JUNE 2026)

ABOUT US

TRUEFITT COLLECTIVE DANCE THEATRE IS A SPECIALIST ORGANISATION USING DANCE, MINDFULNESS, AND EXPRESSIVE ARTS TO SUPPORT CHILDREN'S MENTAL HEALTH AND WELLBEING. FOUNDED IN 2018, WE DELIVER EARLY-INTERVENTION PROJECTS IN PRIMARY SCHOOLS AND EARLY YEARS SETTINGS, PARTICULARLY IN COMMUNITIES AFFECTED BY HEALTH INEQUALITIES.

OUR PROGRAMMES INCLUDE MAGICAL MINDS, MOVE & MIND, LITTLE ME (BEING FREE), AND OUR ARTIST IN RESIDENCE MODEL, ALL DESIGNED TO SUPPORT EARLY INTERVENTION, INCLUSION, AND WHOLE-SCHOOL WELLBEING.

THE ROLE

WE ARE LOOKING FOR A PASSIONATE AND PROACTIVE FREELANCE SCHOOLS ENGAGEMENT COORDINATOR TO SUPPORT THE DIRECTORS IN EXPANDING OUR REACH INTO MORE PRIMARY SCHOOLS.

THIS ROLE WOULD BE PARTICULARLY WELL SUITED TO SOMEONE WHO IS LOOKING TO BUILD EXPERIENCE IN ARTS EDUCATION, OUTREACH, AND PARTNERSHIP DEVELOPMENT, WHILE CONTRIBUTING TO MEANINGFUL, IMPACT-DRIVEN WORK. YOU WILL PLAY A KEY ROLE IN DEVELOPING RELATIONSHIPS WITH SCHOOLS, SUPPORTING OUTREACH, AND HELPING TO IMPLEMENT OUR GROWTH STRATEGY ACROSS OUR CORE PROGRAMMES.

KEY RESPONSIBILITIES

- SUPPORT THE DEVELOPMENT AND DELIVERY OF OUR SCHOOLS ENGAGEMENT STRATEGY
- RESEARCH AND IDENTIFY NEW PRIMARY SCHOOLS AND PARTNERSHIP OPPORTUNITIES
- MAKE INITIAL CONTACT WITH SCHOOLS VIA EMAIL, PHONE, AND NETWORKING
- BUILD AND MAINTAIN POSITIVE RELATIONSHIPS WITH SCHOOL STAFF AND STAKEHOLDERS
- ARRANGE AND ATTEND MEETINGS (ONLINE AND OCCASIONALLY IN PERSON)
- SUPPORT FOLLOW-UP COMMUNICATION AND PARTNERSHIP DEVELOPMENT
- ASSIST WITH COORDINATING PROJECT DELIVERY LOGISTICS WHERE NEEDED
- MAINTAIN ORGANISED RECORDS OF CONTACTS, CONVERSATIONS, AND PROGRESS

PERSON SPECIFICATION ESSENTIAL:

- A STRONG INTEREST IN ARTS EDUCATION AND CHILDREN'S WELLBEING
- SOME EXPERIENCE IN AN ARTS, EDUCATION, OR ADMINISTRATIVE ROLE (INCLUDING INTERNSHIPS OR VOLUNTARY WORK)
- EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS
- CONFIDENCE IN REACHING OUT TO AND MEETING NEW PEOPLE
- FRIENDLY, APPROACHABLE, AND PROFESSIONAL MANNER
- STRONG ORGANISATIONAL SKILLS AND ABILITY TO WORK INDEPENDENTLY
- RELIABLE, PROACTIVE, AND KEEN TO LEARN

HOW TO APPLY

PLEASE SEND AN EXPRESSION OF INTEREST OUTLINING YOUR RELEVANT EXPERIENCE AND WHY YOU WOULD LIKE TO WORK WITH TRUEFITT COLLECTIVE, ALONG WITH YOUR CV.

EMAIL: ATRUEFITTCOLLECTIVE@OUTLOOK.COM

DEADLINE: 7TH MAY 2026

INTERVIEWS: W/C 11TH MAY 2026