

HEAD OF ACCESS & PARTICIPATION AND STUDENT RECRUITMENT

APPLICANT INFORMATION



FOURTH MONKEY



“Fourth Monkey started life as a revolution. It has now become a genuinely visionary trailblazer and we are grateful to all of those who have been part of our journey and those we are yet to encounter.”

CHARLEEN QWAYE

Director of Training & Deputy CEO



JOB DESCRIPTION

HEAD OF ACCESS & PARTICIPATION AND STUDENT RECRUITMENT

This applicant information pack contains full details in relation to the role and the job specification. We ask applicants to read all the information carefully before submitting their application.

Fourth Monkey delivers higher education undergraduate and postgraduate learning in performing arts to an industry-leading standard. Our primary goal is to guide and support our students on their journey to launching successful, sustainable careers. From application to graduation, we're committed to providing the necessary support and guidance to help them realise their full potential.

As the Head of Access & Participation and Student Recruitment you will be responsible for overseeing all aspects of the outreach and admissions departments, ensuring smooth operations and fostering an effective, positive participation experience for those engaging with our services and a positive and supportive application process for those applying to study with us. This role involves direct line management of the Admissions coordinator and our extensive outreach team as well as collaborating with other departments to uphold academic and company standards. Reporting to Senior Management, you'll play a crucial role in formulating reports, managing budgets, monitoring performance metrics, whilst also implementing and overseeing collaborative projects and initiatives to achieve our organisational and charitable objectives.

This is a senior role within the organisation and the successful candidate will be a member of the leadership team, demonstrating previous experience in a comparable management role within an academic and / or arts-based setting.

The Head of Access & Participation and Student Recruitment is responsible for managing and enhancing Fourth Monkey's established accessibility and inclusion initiatives and recruitment goals. Providing quality assurance and strong leadership throughout the process from first engagement to student enrolment, whilst developing and enhancing collaborative partnerships with external stakeholders and partners along the way.

The Head of Access & Participation and Student Recruitment acts as the expert in their field providing a smooth operational and administrative management of the organisations day to day work within this area of specialism.

This role is about driving student success.



TERMS & CONDITIONS

Job Title:	Head of Access & Participation and Student Recruitment
Contract:	Full Time (1.0 FTE)
Starting Salary:	£40,000-44,000 pa starting salary dependent on experience
Place of Work:	The Monkey House, London N7
Hours of Work:	Standard office hours are Monday to Friday 9am - 5.30pm, 40 hours per week, but there will be some requirement to work outside of these hours for which time off in lieu will be awarded for agreed extra hours, above and beyond contractual obligation
Probation:	All new employees are required to undertake a period of probation for 3 months
Responsible to:	CEO
Key Relationships:	Admissions coordinator, Ambassador outreach team, Alumni & Key External Stakeholders, and other pertinent external contacts
Annual Leave:	Annual leave is 32 days per year, inclusive of paid bank holidays
Pension:	All staff will be automatically enrolled into a work Pension Scheme as part of our requirement to meet automatic enrolment legislation
Benefits:	Fourth Monkey offers a cycle to work scheme and subsidised welfare support for all staff

KEY RESPONSIBILITIES

ACCESS & PARTICIPATION

- Strategic responsibility for the oversight / creation, implementation and delivery of the Access and Participation plan for Fourth Monkey
- Further develop our established offer through programmes, partnerships and initiatives within schools, theatres and the community both locally and nationwide to further enhance our work in this area
- Applying for funding, where opportunities arise to support our core outreach and project-based work, student bursary schemes and other access and participation initiatives
- Develop and further enhance partnership relationships with the goal of widening participation
- Embed a culture of understanding and awareness of Access and Participation for all staff, students and stakeholders, ensuring a holistic and whole organisational approach within the organisation
- Undertake budgetary responsibility and management for all access and participation activities
- Management of all financial and data reporting to governing bodies and key stakeholders as required
- Management of the freelance ambassador participation delivery team
- Working to support the wider student experience
- Develop and implement appropriate policies, processes, benchmarks and systems for the effective administration, monitoring and review of widening participation and outreach activity in fulfilment of the strategy and statutory requirements (eg, OfS).
- Lead, motivate and develop relevant staff providing clear objectives and managing performance against these to ensure staff are appropriately motivated and trained to carry out their responsibilities to the required standards

STUDENT RECRUITMENT

- Oversee and take strategic leadership for the management of the admissions team, to achieve targets and administer applicant queries in line with organisational expectations
- Take a lead in liaison with our accrediting partner in relation to systems management and application processes to ensure an accessible and supportive applicant experience from first point of contact to audition / enrolment for all applicants
- Oversee the implementation of successful audition processes both in-house, online and regionally
- Set and uphold exceptional and personable customer service standards for students engaging with our admissions processes

PERFORMANCE MONITORING AND REPORTING

- Formulate weekly and monthly monitoring reports on all activities for presentation to the Senior Management Team, highlighting achievements and KPI's
- Set and monitor recruitment targets with the senior management team
- Monthly target setting and budget management reports
- Report results to the board on a quarterly and annual basis citing achievements
- Impact report writing for trusts, foundations, donors and the board of trustees
- Database maintenance and development
- Tracking pathways for incoming and graduating students

POLICY IMPLEMENTATION

- Write, implement, oversee and manage academic policies and procedures mandated by Senior Management and HE partners to ensure consistency and compliance with OfS regulations across academic operations
- Stay updated with regulatory requirements and industry best practices to inform policy decisions and compliance

QUALIFICATIONS & EXPERIENCE

REQUIRED

- Degree in education, business administration, or related field
- Proven experience in educational or arts management, preferably in similar role
- Strong leadership and interpersonal skills, with the ability to inspire and motivate others
- Excellent organisational and problem-solving abilities
- Sound knowledge of safeguarding policies and procedures
- Effective communication skills, both verbal and written
- Ability to remain calm and composed in high-pressure scenarios
- Familiarity with relevant regulations and compliance standards in the higher education sector
- Demonstratable experience of significant budget management and planning sustainably for the future
- The ability to think and act strategically and to work both consultatively and at pace where required
- Demonstratable ability to get results through consensus across a wide range of stakeholders
- A proven track record of developing and translating strategic plans and decisions into operational practice
- Commitment to promoting positivity, equity and inclusion within the school community

SKILLS

REQUIRED

- Understanding of data privacy standards; deep understanding of business principles and practices
- Attention to detail
- Organisational skills; planning skills; analytical skills; critical thinking skills
- Computer skills
- Multi-tasking abilities
- Integrity, honesty

DESIRABLE

- Awareness and experience of pastoral and welfare support or training in an educational setting is desirable

KNOWLEDGE AND UNDERSTANDING

REQUIRED

- An awareness of Higher Education learning / arts training environments
- An understanding of Higher Education procedures, data processing and reporting

DESIRABLE

- An understanding of, and interest in, the work of Fourth Monkey

PERSONAL QUALITIES

REQUIRED

- Well-motivated, target-orientated and results driven
- Excellent interpersonal skills and willingness to work as part of a small team and on one's own initiative
- Flexibility within a changing environment

In return we offer a competitive salary, incentives, rewards, benefits and access to a cycle to work scheme and subsidised health and wellbeing support for all staff after stipulated period of employment.



SUBMITTING YOUR APPLICATION

To apply for this role you can make one of the following applications.

In Writing

Please send an up to date CV, a cover letter, a completed [Equal Opportunities Monitoring](#) form, and the contact details of two referees (we will not take up references before short-listing nor without your express consent).

Please note, your cover letter should be used to tell us how you think you meet the requirements in the person specification. Ensure that you draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job and give examples to support what you say. Your CV and your cover letter should each be no more than 2 sides of A4. Your application should be emailed to jobs@fourthmonkey.co.uk.

Audio

An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to jobs@fourthmonkey.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com.

Video

A video application can be made by emailing a .MP4 or .MOV video file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application email the file to jobs@fourthmonkey.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com, or upload a private video to a hosting site such as YouTube, and send the link for viewing

Applications regarding the role should be emailed to jobs@fourthmonkey.co.uk by the deadline of **12PM FRIDAY 23rd MAY 2025**.

PLEASE NOTE: **INTERVIEWS WILL BE CONDUCTED ON A ROLLING BASIS WITH FINAL INTERVIEWS WEEK COMMENCING MONDAY 2nd June 2025**

APPLICATION PROCESS

The process has two to three stages:

- An application
- Interviews for shortlisted candidates
- Second round interviews for further shortlisted interviewees if deemed necessary

HOW WE ASSESS YOUR APPLICATION

- Each application is assessed by team leaders of the department you are applying to - typically a manager with a knowledge of the requirements of the role (Requirements are outlined in the above sections of this pack)
- The assessor team will determine a shortlist of candidates for interview
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role
- If deemed necessary, a second interview will be conducted and will be an opportunity to discuss a particular area of the role in more detail
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback

IF YOUR APPLICATION IS SUCCESSFUL

- You will receive an offer by phone & email, confirming the terms and other relevant information
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together
- You are welcome to ask any further questions prior to accepting the offer
- After you accept your offer, you will be sent a contract to sign and any other relevant information

SUPPORT

If you require help with your application or a status update you may contact us by:

- Email: jobs@fourthmonkey.co.uk
- Phone: +44 (0)207 281 0360

We aim to reply to all enquiries within 7 days.

WE ARE FOURTH MONKEY

Established in 2010 to provide a fresh and dynamic approach to professional actor training and challenge the status quo of traditional conservatoire schools. Fourth Monkey is also a critically acclaimed Ensemble Theatre Company renowned for its visually stunning and compassionate storytelling.

Our undergraduate and postgraduate courses are designed to reflect the reality of the performing arts. The unique Fourth Monkey curriculum of **ACT. MAKE. MOVE. COLLABORATE.** embraces artistic innovation to ensure our students are trained as artists as well as actors and as such given the tools and opportunity to succeed in the industry in which we operate.

The goal of Fourth Monkey was, and will always be - to create a world ignited by a visceral cacophony of bold, diverse voices and, since its inception, we believe that we have gone some way towards making that happen. We are not there yet and neither is the industry, but we are genuinely striving to change the industry within which we work to be a better and more inclusive space for everyone.

We believe in providing clear pathways for people to participate in the Performing Arts and to receive an education. We believe this is a positive way to create true societal change.

OUR VISION is to create societal and cultural change through performance and training excellence.

OUR MISSION is to revolutionise the arts through innovative actor training, performance excellence and collaboration.



"Fourth Monkey are at the forefront of a significant change within the industry, a change that is seeing actors evolve into artists to enable themselves a self-sustainable and varied career in an industry that requires this adaptability and dexterity to flourish."

STEVE GREEN

Artistic Director & CEO

