**Programme:**

* The Pathways programme takes a creative approach to working with young people aged 18-25 and women from the global majority aged 25+, developing participant’s confidence and skills to progress into employment.

**Role:**

* To coordinate activities and be responsible for recruitment, one to one employment support, monitoring and reporting and to lead on networking activities.

**Responsible to:** Artistic Director

Working alongside: Women’s project coordinator,

**Responsible for:** Project support staff, freelancers and volunteers involved in training projects.

**RESPONSIBILITIES**

**Project Management**

* To lead on outreach and recruitment of participants, including maintaining regular presence at Job Centres and engaging with potential participants through outreach activities.
* To register participants and complete initial needs assessment
* To work with a case load of participants supporting with job search, CV writing and interview skills, supporting them in their chosen career path,
* To work with the team to provide small group and one to one pastoral support, personal development, and employment support for participants.
* To work with the team to lead group sessions using a creative approach to develop confidence and employment skills
* To be Immediate Theatre’s lead contact on the Hackney 16+ Network
* To lead the Hackney 16+ Youth Engagement group supporting young people to take part in consultation and research projects
* To develop relationships with local training providers and employers
* To maintain the project database (Upshot)
* To take responsibility for monitoring and evaluation of all training projects ensuring that reporting deadlines are met.

**General Duties**

* To attend and contribute to meetings, including staff and project meetings.
* To assist with all general administrative tasks including event management, fundraising, production and dissemination of information and resources.
* To be involved in the development of Immediate Theatre’s aims and objectives.
* To adhere to quality standards as set out in Immediate Theatre’s policies and procedures.
* To undertake duties associated with this post as requested.

**Equal Opportunities**

To integrate anti-discriminatory practice into all aspects of work with the company and promote equality of opportunity in both service delivery and all matters relating to staff and volunteers.

**Safeguarding**

All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

**PERSON SPECIFICATION**

**Essential**

* At least two years’ experience of providing employment support
* Commitment to supporting people at risk of exclusion
* Experience of providing one to one support
* Excellent time management skills.
* An appreciation of the role of community arts in developing confidence and skills
* Ability to adapt to changing requirements
* A creative approach to problem solving
* Ability to work independently and as part of a team
* Ability to work under pressure
* Excellent oral and written communication skills.

**Desirable**

* Experience of leading groups work
* Experience of community arts practise (i.e. drama or film)
* Experience of working with SEND clients
* Experience of using databases
* Youth work or teaching qualification.
* Knowledge of further education opportunities
* Knowledge of Hackney and East London Area.

**HOURS & SALARY**

This is a full-time post. Our usual working week is 35 hours per week (not including lunch break); office hours are 10am – 6pm (occasional weekend and evening work may be required).

**Salary:** £33,458 – 35,296 per annum depending on experience

**Duration:** Permanent post

**Annual leave:** 25 days per annum plus Bank Holidays pro rata

**Office Base:** The post holder will work from Immediate Theatre’s office at Unit 1 Sidings House, 10 Andre Street, E8 2AA as well as other locations across Hackney.

**ABOUT IMMEDIATE THEATRE**

For 27 years, Immediate Theatre has worked with young people and communities in Hackney and East London to ensure access for all to arts activities that break down barriers and engage people in debate. Immediate Theatre’s vision is for a society where questioning, articulate and motivated people create and collaborate to build thriving communities. Immediate Theatre’s purpose is to use theatre and the arts to help people engage with issues and concerns and to imagine the process of change. The term “immediate” implying the “right here” on your doorstep and the “right now” of what is happening today. We believe that the arts have an intrinsic role to play in society that that it should not be banished to institutions but be happening everywhere.

Our Objectives:

* To provide inspiring participatory theatre programmes enabling people to reach their potential and prevent exclusion and social isolation
* To create performances which explore social issues, engage people in the process of change and influence decision making
* To improve health and wellbeing and increase life skills and employability through engagement in the arts.

**HOW TO APPLY & TIME FRAME**

* Please complete an application form (do not send us a CV) which can be downloaded alongside the job description. We generally receive applications by email, but please let us know if you’d like to submit your application in an alternative way.
* Please ensure that you have completed the equal opportunities monitoring form which can be accessed via the link on the Job Opportunities page.
* For email please insert **YOUR NAME: PATHWAYS TO EMPLOYMENT** as the subject.
* Email your completed applications to recruitment@immediate-theatre.com

**TIME FRAME**

**Application Deadline:** 10am on Monday 19th June 2023

**Shortlist Contacted by:** Friday 23rd June 2023

**Interviews:** Monday 26th June

**Expected Start Date:** From July

**SHORTLISTING AND WHAT WE’RE LOOKING FOR**

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don’t just tell us you’ve got great organisational skills; tell us about when and how you’ve used them (this can be an example from school, college/university or previous employment – tell us what you did and how you think that meets the criteria).

You might find it easier to use each of the essential criteria (and desirable criteria, if possible) for the PERSON SPECIFICATION as a heading and to write a short paragraph about each one. When writing your supporting statement, we recommend a maximum of two A4 pages.

Shortlisted candidates will be contacted by email and invited to an online interview. If you are not shortlisted, we will notify you by email. Unfortunately, we do not have the capacity to give feedback to people who are not shortlisted for interview, but if you are interested in discussing your career in the arts you are welcome to email us again to arrange a chat.

**INTERVIEW**

Interview panels vary but interviews are generally conducted by the Line Manager of the role together with one or two other persons from Immediate Theatre. We may ask you to prepare a question for presentation at the interview.

**OFFERS OF EMPLOYMENT**

All offers of employment are made subject to contract, on receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.