



Youth Participation Assistant (Internship)

Inclusive. Interactive. Imaginative.

About Us

Immediate Theatre has worked with young people and communities in Hackney and East London for 25 years. We are committed to increasing access to the arts for all and we believe in the transformative power of theatre and the arts to all our lives and the importance of giving people a voice. Our purpose is to involve communities in creative projects that inspire wellbeing, break down barriers and engage people in the process of personal and social change.

Our Objectives:

- Providing inspiring participatory arts programmes, enabling people to reach their potential and preventing exclusion and social isolation
- Creatively exploring social issues, engaging people in the process of change and encouraging and enabling them to influence decision making
- Improving health and wellbeing and increasing life skills and employability through engagement in the arts





Our Patron

We were delighted to welcome our first patron, Idris Elba, in July 2020. Idris' representation and commitment to our organisation at such a challenging time for the industry has brought much-needed support to continue our work with the most vulnerable communities across Hackney and make a positive impact in our society. Being a Hackney boy himself, he has been a huge inspiration to the young people we work with, strengthening their belief in what they are capable of achieving.

“Community theatre companies play such a vital unsung role in supporting young people in some of London's most underprivileged boroughs. I have been so impressed with the team at Immediate Theatre and their tireless efforts working with young people in Hackney, providing them with a place of safety and encouragement where they can be free to express themselves, and I'm proud to join them as Patron.”

Idris Elba

About the Role (1/2)

Job title: Youth Participation Assistant (Internship)

Role: The Intern will be a key part of a supportive team of creative, enthusiastic individuals who believe in creating opportunity and progression for children and young people in and around Hackney and nurturing thriving creative community spaces. The Intern will have opportunities for development and to pursue independent training in their areas of interest, benefit from personalised mentoring and 1:1 careers-focused sessions. This is an excellent opportunity for anyone keen to pursue a career in the arts and/or youth sector and gain an insight into a grassroots community-based theatre company.

Hours: This is a full-time post. Our usual working week is 35 hours (not including lunch break). Office hours are 10am -6pm but most of our sessions are held after school hours and in evenings, so working hours are flexible to meet the needs of the project and will include evenings and occasional weekends.



About the Role (2/2)

- Duration:** This is a fixed-term post for 12 months part-funded by the Jack Petchey Foundation.
- Salary:** £21,749 to £23,933 per annum, depending on experience.
- Location:** The post holder will work from Immediate Theatre's office at Unit 1 The Sidings, 10 Andre Street, E8 2AA as well as other locations across Hackney. There is potential for some home-based working hours.
- Annual Leave and benefits:** 25 days per annum plus Bank Holidays, pension contribution, Employee Assistance Programme

As part of this role, the successful candidate will be part of the [Jack Petchey Internship Programme](#) with 30 other interns from different youth organisations in London and Essex. This development programme will involve attending a residential launch conference, four professional development workshops through the year and a celebration event at the end of the programme. The successful candidate will receive an extra training bursary of £1,000 for approved training and will be matched with a mentor from another organisation to help support their professional development. The Jack Petchey Internship Programme training days and events will take place in person in London and the successful candidate will be expected to take full part in this programme alongside their role at Immediate Theatre.





Responsibilities (1/2)

Youth Participation

- To support the delivery of workshops – working directly with children and young people; supporting lead facilitators in running weekly workshops; leading drama activities as required.
- To carry out outreach and development work to engage new participants, including distributing flyers and other promotional materials across the borough.
- To support the EbYT team to communicate with schools across Hackney, organise and deliver taster workshops for pupils.
- To support young people through one-to-one engagement during drama projects and ensure they gain maximum benefit from our services.
- To support young people's performances, productions and holiday projects as required.
- To research and create workshop plans guided by the EbYT Team.
- To provide administrative support for our youth theatres, including ensuring young people are registered and helping with project evaluation.
- To support the monitoring of projects including providing insights from workshop delivery and liaise with the administration team to ensure all information is up to date.
- To represent the voices of young people and Immediate Theatre at meetings and conferences.



Responsibilities (2/2)

General

- To attend and contribute to project and team meetings and take part in training, supervision and company development activities as required.
- To assist with inputting data into systems and databases.
- To undertake other duties associated with this post as requested.
- To adhere to quality standards as set out in Immediate Theatre's policies and procedures.

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 (1/2)

Immediate Theatre employs Youth Assistants and Peer Facilitators: young adults aged 16-24 who support the young people participating in our Estate-based Youth Theatres. They work with young people from 5-18 years old on a weekly basis, acting as mentors and positive role models and supporting their engagement and participation. Our Youth Assistants and Peers are often young adults who have lived through similar experiences to those of the young people we work with. This relationship of 'sameness' supports our participants to take on new ideas and challenge themselves, knowing they have support from others who have dealt with similar setbacks. Through their work, our Youth Assistants and Peers develop a range of skills that will support their future employment such as team-working, leadership, communication, and self-reflection skills. The Youth Participation Assistant will receive training in Drama Facilitation and Safeguarding Children and Young People to help them fulfil this role. This is an entry-level role and prior experience though desirable, is not required. We welcome candidates with some experience in this field, whether gained through paid, unpaid or voluntary work, who are keen to be supported to take their next steps, but most important is a commitment to this work.

Qualities

We are looking for an individual who:

- Is enthusiastic about their work and willing to contribute to company activities
- Enjoys working with young people
- Is adaptable and flexible
- Enjoys problem solving
- Enjoys a challenge and can work under pressure
- Can work under their own initiative and as part of a team.



Person Specification (2/2)

Essential Criteria

- Experience of participating in community arts
- Experience of working with and developing positive relationships with other young people
- The ability to motivate and encourage the participation of other young people
- A flexible, positive approach
- Good teamworking skills
- Good listening and empathetic skills
- Good reliability and time keeping
- Willingness to represent the interests of young people and Immediate Theatre at meetings and conferences
- An understanding of and commitment to Equal Opportunities.

Desirable Criteria

- An interest in drama and basic acting skills
- A desire to develop a career in the Arts
- Competent Microsoft Office user – we will train you to use our databases and systems
- Experience of engaging young people with diverse needs (i.e. disabilities)
- Lived experience of the challenges faced by young people, particularly those of the global majority.
- Knowledge of Hackney and the East London area.

Application Process

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: (<https://immediate-theatre.com/information/job-opportunities/>).

For email, please insert 'YOUR NAME: YOUTH PARTICIPATION ASSISTANT' as the subject.
Email your completed applications to **recruitment@immediate-theatre.com**

Time Frame

Application Deadline: 10AM, 5th February

Interviews: 14th February

Expected start date: You must be available to take up the post by the 25th March 2024 at the latest

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 maximum of two A4 pages.

Shortlisted candidates will be contacted by email and invited to an interview. If you are not shortlisted, we will notify you by e-mail. Unfortunately, we do not have 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

The Interview Panel may vary – typically the Line Manager will be joined by two other staff or Board members and successful candidates will be informed soon after the submission deadline together with guidance for preparation.

Offers Of Employment

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK. We will require an Enhanced DBS Certificate and can apply for one for you, should you not hold a valid one already.



Good luck with your application.

