



Immediate
Theatre

Youth Programmes Coordinator

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

Job title:	Youth Programmes Coordinator
Responsible to:	Participation Manager
Salary:	£31,455 per year, plus contribution to pension made by Immediate Theatre
Hours:	Working hours are 35 hours per week (not including lunch breaks) and are flexible but you will be required to be in the office as well as in schools and at our Estate based Youth Theatre settings which take place after school, therefore there is a requirement to work evenings during the week, and occasional weekends.
Location:	Unit 1, The Sidings, 10 Andre Street, E8 2AA
Annual leave:	25 days per annum plus Bank Holidays (April to March)
Role:	<p>To plan, deliver and evaluate Immediate Theatre's Youth programmes including:</p> <ul style="list-style-type: none">• Our free Estate-based Youth Theatres located in areas of high deprivation.• Interactions, which provides drama workshops for young people at risk of exclusion from mainstream education.• To provide administrative support to sessional staff and ensure the smooth running of youth programmes.





Responsibilities

Creative Programme and Young People

- To plan, deliver, and evaluate the term time Estate based Youth Theatre programme and associated holiday projects.
- To plan, deliver and evaluate short programmes in schools and pupil referral units targeting young people who have been or are at risk of exclusion.
- To lead sessions and direct devised and scripted material for performance where appropriate.
- To engage with participants and have an awareness of the issues facing them in order to create a relevant and inspiring programme of activities which will enable them to play an active role in challenging the world around them.
- To co-ordinate, and when required recruit, the staff team to deliver the programme, including sessional workers and Peer Facilitators (young people trained and paid to support the work and develop their skills) and ensure positive working practise within the team.
- To ensure that the voice of the young people involved in our programmes are heard throughout the organisation and by decision makers.
- To support the young people involved in our programmes in gaining maximum benefit from the activities we provide.



Responsibilities (cont...)

Creative Programme and Young People

- To carry out outreach to engage new participants.
- To work with the Participation Manager to liaise with parents, carers, schools and other external partners to support the progress of young people.
- To work with the Participation Manager to develop relationships with school inclusion staff and pupil referral units and to make bookings to deliver the Interactions project.
- To implement impact measurement tools and use these to review the success of the work.
- To implement accreditation.
- To ensure all registration and monitoring is kept up to date and filed in accordance with GDPR and company policy and to provide regular reports on activities.
- To oversee the implementation of Safeguarding, health and Safety and Risk Assessment procedures and liaise with venues.
- To assist and support in other participatory projects as required.
- To work with the team to identify areas of need and develop new programmes.

Responsibilities

General/Administrative

- To ensure that Safeguarding, risk assessment and other relevant policies are understood and followed at all times
- To adhere to quality standards as set out in Immediate Theatre's policies and procedures,
- To contribute to project and company reporting
- To attend and contribute to meetings; including staff and project meetings
- To manage project budgets and petty cash records as required
- To contribute towards long-term planning and fundraising
- To attend regular supervision sessions and training as required
- To represent the company at conferences and meetings as required
- To undertake other duties associated with the post as required

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

- A passion for and commitment to working with young people who would not otherwise have the opportunity to participate in quality arts activities,
- Proven experience of leading youth theatre projects (at least 3 years)
- An understanding of the factors that cause social exclusion and challenging behaviour and experience of implementing effective behaviour management strategies,
- Training in and experience of working within safeguarding policies and procedures,
- Understanding of and commitment to Equal Opportunities
- Computer literate and competent in use of Microsoft Office
- Excellent time management skills
- A flexible approach and able to work independently and as part of a teamwork
- Excellent oral and written communication skills

Desirable

- Lived experience of the challenges facing young people growing up in areas of urban deprivation
- Experience of working with young people with Special Education Needs and Disabilities and of inclusive arts practice
- Experience of working with LGBTQ+ young people
- Experience of delivering Accreditation (i.e. AQA Units Award scheme, Arts Awards, etc.)
- Experience of gathering monitoring and evaluation information and creating reports for funders
- Experience of working in partnership with non-arts organisations
- Knowledge of current developments in youth arts practice

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.

For email, please insert 'YOUR NAME: YOUTH PROGRAMMES COORDINATOR' as the subject.

Email your completed applications to **recruitment@immediate-theatre.com**

Time Frame

Application Deadline: 10.00am Wednesday 6th December

Interviews: Wednesday 13th December

Expected start date: Monday 8th January.

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.

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.

Interview

Interview panels vary but interviews are generally conducted by the post's manager together with one other member of Immediate Theatre's staff team and a participant or trustee.

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.



Good luck with your application.

