

## **INTERIM PARTICIPATION MANAGER**

We are seeking an interim youth arts project manager to plan, recruit and deliver LYT's projects in September 2018 while the post-holder is on leave. The Interim Participation Manager will be responsible for:

- Recruiting participants for LYT's September 2018 – August 2019 programme
- Managing referral process for participants in need
- Coordinating and co-delivering Members' Committee (Youth Leadership Board) sessions September – October
- Planning and setting up projects, including researching potential scripts and artistic content

**Contract:** 20 days from 3<sup>rd</sup> September: Monday – Friday, usually 10am – 6pm, plus 3 x sessions Thursdays 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> October, 5 – 6.30pm  
2 x days Wednesday 25<sup>th</sup> and Thursday 16<sup>th</sup> October, times TBC

**Fee:** Total Freelance Fee of £2930 (£125 per day and £60 per session)

**Reporting to:** Artistic Director

**Terms:** As this post involves working with/contact with young people, any offer of employment will be confirmed following the company's procedures and policies with regards to obtaining references and enhanced disclosure status. The nature of the post may necessitate some evening and weekend work. Overtime is not payable, but Time Off In Lieu will be given.

**Primary Work Location:** Broadway Theatre, Catford Broadway, Lewisham SE6 4RU

**Closing Date:** Weds 25<sup>th</sup> July 2018

**Interviews:** Wednesday 1<sup>st</sup> August 2018

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### **Our Mission Statement**

*All young people have a powerful voice and a right to be heard.*

Lewisham Youth Theatre (LYT) **nurtures** and **inspires** young people's voices through free participatory theatre activities, helping them to develop enduring and transferable skills that lead to increased **life chances** and **long term well-being**

We bring young people together from across the Lewisham community to create outstanding theatre in an environment of high expectations and collaboration. We work from the core belief that artistic excellence is key to expanding young people's horizons and creating lasting transformation.

### **About Lewisham Youth Theatre**

LYT creates excellent and inclusive theatre with and for young people aged from 3 to 24. We have been working with young people in the borough of Lewisham since 1987 and resident at the Broadway Theatre in Catford since 2000. All our Youth Theatre projects are free and culminate in full scale productions in the studio theatre at the Broadway and in other venues around the borough. We aim to give our members as near to professional experience as possible. We do not audition members but we ask for and expect commitment to the project. 50% of our incoming members are referred to us through schools or other social service organisations. A high percentage of our members go on to work within the profession.

### **Participation Programme**

The Participation Programmes Manager role combines the project management and direct delivery of drama and performance activities across all LYT's youth theatre projects with specific support to our referred members. Core projects include introductory 'Workshop' projects and performance projects for each age group: Junior Youth Theatre 1 (aged 8-11), Junior Youth Theatre 2 (aged 12-14) and Senior Youth Theatre (aged 15 – 18). The Participation Manager also delivers on LYT's Members' Committee (aged 12-18), our youth leadership board. The Programme Manager will also help other programme staff to recruit and support referred young people on the Technical Theatre programme and Step Up programme.

Funded by BBC Children in Need since 2009, the Participation Manager post is responsible for increasing opportunities for young people to participate in youth theatre activities and develop through taking part. The post takes a lead role in work toward the following strategic goals in our Strategic Plan 2017-22:

- **Improve the transferable life skills of Lewisham young people aged 3 – 24** by engaging them in drama workshops, performance, technical and backstage work and events management activities that provide practical opportunities to achieve and progress.
- **Increase participants' ambition and access to further opportunities** through the delivery of projects and schemes that focus on further life pathways.

The post-holder will expand connections and communication with local partners in order to ensure that young people facing disadvantage who otherwise would not be able to participate in the arts are able to take part and achieve in LYT's activities.

### **Like all those who work or volunteer for LYT, the Outreach & Participation Coordinator will be expected to take a role in:**

- raising and maintaining the profile and status of the organisation within the local community, the professional arts community, amongst current and potential users, and public, charitable and business funders;
- ensuring that the Company's obligations under Health and Safety legislation are fulfilled;
- actively implementing all the Company's policies.

## **JOB DESCRIPTION**

### **Main Activities/Responsibilities:**

During the contract period, the post-holder will be responsible for:

#### **RECRUITMENT:**

- Contact schools and local partners with information regarding LYT's projects in 2018/19 academic year
- Organise and deliver minimum 4 taster sessions in secondary schools and with other partners to recruit for Autumn projects
- Organise taster sessions to be delivered in schools (primary, secondary and colleges) and partner organisations to recruit for projects starting in January (Sessions to be delivered October/November)
- Coordinate mailout to members on LYT database for Autumn projects
- Promote Members' Committee project to previous year participants who have completed a production project

#### **REFERRALS:**

- Contact partner schools and organisations regarding referral process for Autumn and Winter-term projects
- Build partnerships with local agencies and organisations serving young people in need, including but not limited to schools, social services, job centre, homelessness services, and organisations serving young carers, young parents, young migrants and other marginalised groups.
- Liaise with partners and parent/carers of referrals to support participation
- Meet with potential referrals for Autumn projects and create support plan to help them access the projects
- Provide 1 to 1 support to existing participants, as necessary to ensure they can engage in and benefit from LYT's activities and access further opportunities beyond LYT.

#### **PROJECT PLANNING & DELIVERY:**

- With Artistic Director, plan and deliver LYT's Members' Committee (youth leadership board) sessions, empowering young people to build responsibility and take a central role in planning LYT's programmes,
- Coordinate placements of Members' Committee participants as 'peer mentors' on Autumn projects
- Research scripts and texts for selection by Directors and tutors on upcoming projects.

**OTHER PROJECT DEVELOPMENT:** In addition to the tasks above, the Interim Participation Manager will be expected to contribute to the overall operations and team culture of LYT by:

- Participating in team planning and staff meetings
- Where possible, supporting with previous year reporting, for example by seeking feedback from previous year tutors, young people and parents
- Attending strategic sector meetings within the borough, as necessary, and feeding back relevant information to shape LYT's future work and planning.
- Helping to raise LYT's profile, specifically within the borough, ensuring that the work is known about and therefore accessible to more young people
- Keeping abreast of developments in the arts and education, identifying strategies, partnerships and key individuals to contribute to youth theatre projects

## **PERSON SPECIFICATION**

### **Essential**

- Significant experience of delivering drama activities as an intervention tool with vulnerable or hard to reach young people
- Proven track record of successfully recruiting young people, particularly those from disadvantaged backgrounds, to engage in drama projects
- Proven track record of managing youth led activities and empowering young people to take on leadership roles.
- Experience of planning, administrating and managing youth arts projects
- Experience of developing partnerships with schools and youth organisations (i.e. PRUs, Youth Offending Teams, Youth Hostels, Connexions, etc.)
- Qualification or equivalent experience in professional theatre practice
- Excellent interpersonal skills with both young people and adults
- Experience providing one-to-one advice and guidance
- Excellent oral and written communication skills
- Good IT skills
- Working knowledge of current issues with youth arts and cultural sectors
- High level of initiative and ability to juggle multiple tasks

### **Desirable**

- Specialist knowledge of learning, training and career paths into the creative industries or other education, employment or training;
- Experience in devising strategy and developing forward plans
- Trained as an Arts Award qualification advisor

Lewisham Youth Theatre particularly welcomes applications from sectors of the community under-represented in this field of youth arts (see Equal Opportunities statement).

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### **TO APPLY**

Please email your CV and a covering letter outline how your skills and experience match the person specification to [victoria@lewishamyouththeatre.com](mailto:victoria@lewishamyouththeatre.com).

**Closing date for applications:** 12 noon on Wednesday 25<sup>th</sup> July

**Interviews planned for:** Wednesday 1<sup>st</sup> August

For an informal chat about the role, please call Victoria on 020 8690 3428

## LYT PROJECT PLANS SEPTEMBER – DECEMBER 2018

	September	October	November	December	XMAS HOLIDAYS	
JYT1 (8-11s)		Recruitment & Referrals				
JYT2 (12-14s)	Recruitment & Referrals		12-14s Workshop Group: 5 x Wednesdays, 4pm - 5.30pm			
SYT (14-21s)			Recruitment & Referrals			
Step Up (16-24s)			Outreach/ Project Recruitment			
Tech	Recruitment & Referrals		12-16s Tech Theatre Workshop Group: 5 x Mondays, 4 - 5.30pm			
Arts Award						
Members Committee	Evaluate year & induct new members: Thurs 20th & 27th; 5-6.30pm	AGM Project: Thurs, 5 - 6.30pm; Rehearse Weds 24th; AGM Thurs 25th; City Hall Visit Fri 26th		Planning February & March Events (Thursdays 5 - 6.30pm)		
Storytelling	4 x Early Years Sessions w/ PLF		Evaluation			

### LYT PROJECT PLANS JANUARY – JULY 2019

	January	February	March	April		May		June	July		August	
<b>JYT1 (8-11s)</b>	Performance Project - Tues and Sat groups - Jan - June							Workshop group				
<b>JYT2 (12-14s)</b>	Performance Project - Wednesdays											
<b>SYT (14-21s)</b>		Workshop Group - 5 weeks		<b>JYT2 PERFORMANCE</b>	<b>Recruitment &amp; Referrals</b>		2 x Companies May - July					
<b>Step Up (16-24s)</b>	Life Skills (end w/ Feb event)				CAMHS		YTC (May Aud; Tour 1st 2 wks July)					
<b>Tech</b>	Tech Theatre Project (support JYT2)						Tech Crew	<b>Performance</b>	<b>Step Up Tour</b>	Tech Crew		
<b>Arts Award</b>	AA Mentoring for Tech/JYT2				AA intensive							
<b>MemCom</b>	Feb Event (w/c 18th Feb)		City Hall Event				Annual planning sessions					
<b>Storytelling</b>	Check targets	Audit & research				plan		Resource				
											<b>SYT PERFORMANCE - 1ST WEEK SUMMER HOLIDAYS</b>	
											<b>STAFF HOLIDAYS</b>	

## **EQUAL OPPORTUNITIES STATEMENT**

Lewisham Youth Theatre is committed to equality and inclusion at all levels of the organisation, and actively opposes all forms of unlawful and unfair discrimination. LYT values the role diversity plays in engendering a positive working environment. We therefore aim to ensure equality of opportunity in all levels and activities by adopting equitable approaches to all that we do and working to ensure that our policies and practices (formal and informal) remain lawful, fair and actively inclusive.

This policy includes preventing discrimination associated with the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion and belief (or lack thereof), sex and sexual orientation.

LYT recognises that those who use our services are individuals with different needs that may impact on their ability to access services. LYT may sometimes deliver projects aimed expressly at engaging specific groups, with the aim of increasing the diversity and inclusion of service users across our activities, in line with our Business Plan. We will work hard to ensure that project criteria is appropriate to needs identified in our community, and that all those who fit the criteria for engagement have the opportunity to access our services.

These principles apply to LYT's provision of services, working practices and its employment and training practices. The policy applies to the treatment of all Council of Management members (Trustees), staff (permanent or temporary, including those on contracts), applicants, trainees, consultants, volunteers and members (including youth and community participants).