**Speech Bubbles Coordinator Maternity Cover Application Pack**

Dear Applicant,

### Thank you for your interest in the post of Speech Bubbles Co-ordinator (maternity cover) for London Bubble Theatre Company.

Please find enclosed the following:

1. Introduction to London Bubble Theatre
2. Job Description
3. Person Specification
4. Application Form
5. Equal Opportunities Monitoring Form
6. Why I Didn’t Apply Form

Completed applications can be submitted by email to: [admin@londonbubble.org.uk](mailto:admin@londonbubble.org.uk)

Or by post to:

#### Speech Bubbles Coordinator Applications London Bubble Theatre Company

**3-5 Elephant Lane  
Rotherhithe   
London   
SE16 4JD**

by **5pm on Thursday 13th June 2019**. Short-listed candidates will be contacted by telephone shortly after that date. Interviews will take place on **Monday 24th and Tuesday 25th June.**

There will be a handover period with the current Speech Bubbles Coordinator in the **week of the 15th July** and the official start date will be **26th August 2019.**

Should you not wish to apply, it would help us if you would complete and return the **Why I Didn’t Apply Form**. This will help us ensure future recruitment is as accessible as possible.

If you have any questions about applying, please contact Amelia Bird on 020 7237 4434.

Yours faithfully,

London Bubble Theatre Company

**INTRODUCTION TO LONDON BUBBLE THEATRE**

London Bubble brings people together to create, participate in and enjoy theatre. We aim to create theatre which explores, connects and celebrates people’s stories, crafting projects that build social capital through both process and outcome. Our theatre-making process is built on attention and care; it values people’s stories, skills and presence.

Kindness, generosity, joy and belonging are fundamental to shared theatre-making and establish safe and creative spaces where stories are shared and play is rediscovered and valued by participants of all ages. In 2016-17 the company delivered over 1,500 events, achieving over 17,000 attendances including children, adults and elders, largely from the North Southwark area.

Our programme is designed to offer various entry points for newcomers, and a ladder of progression and personal development. Thus people move in and out of projects, taking different roles; including moving from learner to teacher and from listener to listened-to.

• We involve children who are referred by their teachers as having problems with

communication, through our targeted intervention; Speech Bubbles.

• Throughout the year we run weekly Participatory Groups at our Rotherhithe base

for different age groups from ages 6 to adult.

• Through our Young Theatre-Makers Programme we offer a second intervention,

engaging young people aged 16-24 who are not in employment, education or

training (NEET).

• Our Creative Elders Programme engages older participants through theatre

workshops in sheltered housing and an open craft workshop space for elders (The Rotherhithe Shed).

• Participants from these groups come together regularly to create Intergenerational Performance Projects.

• Finally, we present shows and events for audiences. These range from annual

events such as Summer Park Performances, Panto Unplugged or Creativity and

Wellbeing Week, through to what we call Small and Thoughtful seminars, where

we share practice with peer organisations and the wider sector.

More information about our work can be found on [www.londonbubble.org.uk](http://www.londonbubble.org.uk).

**JOB DESCRIPTION**

**Position:**   
Speech Bubbles Co-ordinator (maternity cover)  
**Responsible To:**   
Associate Director  
**Salary:**   
£9132 per annum (pro rata equivalent of full time salary of £29,000 per annum)  
This figure includes an allowance for holidays and bank holidays which are to be taken outside of working hours.   
**Hours:**   
2 days per week for 12 weeks a term. 7.5 hours per day. Days are flexible in discussion with the Associate Director.   
**Fixed term:**   
This post is a fixed term contract for one year

**The Task**Speech Bubbles is an award winning drama intervention in primary schools which has been running for 10 years and has a growing profile within the arts and education sectors locally, nationally and internationally. We are currently in the final stages of an Education Endowment Foundation research trial that will report in Spring 2020. We are seeking a project co-ordinator who has excellent administration and liaison skills and can work with the Associate Director to maintain the smooth running of the project and ensure we are prepared for future growth.

## Speech Bubbles Co-ordinator (maternity cover) responsibilities

* To ensure the continued smooth running of the Speech Bubbles programme in local schools. Including: Contracting, invoicing, scheduling and ongoing liaison/relationship building with current schools.
* To support the marketing and recruitment programme for new schools and new partners.
* To support the continued smooth running of the Speech Bubbles national franchise. Including: Scheduling school and practitioner training sessions. Invoicing and ongoing liaison/relationship building.
* To provide support to freelance practitioners. Including contracting, scheduling, invoicing, ongoing liaison/relationship building.
* To maintain the Speech Bubbles resources. Including the website, the monitoring and evaluation system and paper based resources.
* To support the dissemination of the EEF research trial findings.
* To connect Speech Bubbles participants, school staff, child participants and parent/carers to the wider theatre making programme at London Bubble.
* To support evaluation and reporting back to funders.

**Generic responsibilities**

* To attend and participate in team meetings.
* To act as an effective advocate for the organisation and its work where appropriate.
* To participate in the company’s staff appraisal and continuing professional development activities.
* To carry out duties with regard to health and safety regulations including safeguarding.
* To carry out duties with an understanding of and commitment to the equal opportunities policy.
* To undertake other reasonable duties as required by the Creative Director, Associate Director, or The Board.

**Person Specification**

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **WORK EXPERIENCE AND/OR KNOWLEDGE** | 1. At least 3 years experience of co-ordinating creative learning projects with schools 2. Experience of working with non-theatre professionals 3. Experience of working on collaborative projects | 1. Knowledge of children’s communication development |
| **SKILLS** | 1. Excellent communication skills 2. Excellent IT skills. Ability to manage on line monitoring and evaluation system. 3. Ability to update and manage website. 4. Ability to manage budgets 5. Excellent time management skills 6. An ability to maintain contacts and networks 7. Ability to promote projects to potential partners and schools | 1. Familiar with Salesforce or similar database. 2. Familiar with Wordpress. 3. Able to use basic graphics editing packages. |
| **DISPOSITION AND ATTITUDES** | 1. Able to build effective working relationships with a wide range of project stakeholders 2. A fundamental belief in the theatre as a force for social change | 1. Interest in ‘evidence rich’ approach to cultural learning. |
| **PERSONAL CIRCUMSTANCES** | 1. A willingness to undertake an enhanced DBS check 2. A willingness to satisfy the requirements of London Bubble’s safeguarding policy 3. A willingness to occasionally travel outside of London to meet with franchise partners |  |

**Application Form**

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| --- | --- | --- | --- | --- |
| Personal Details | | | | |
| Name: |  | | | |
| Address: |  | | | |
|  |  | | | |
|  |  | | Post Code: |  |
| Telephone: | Home: |  | Work: |  |
|  | Mobile |  | | |
| Email: |  | | | |
| Please let us know if you would like reasonable adjustments, due to disability, to enable you to attend interview, or which you wish us to take into account when considering your application. | | | | |

|  |  |
| --- | --- |
| References | |
| Please supply names, addresses and telephone numbers of two referees (one to be your current or last employer). We will ask for your permission before contacting these referees. | |
| **1** |  |
|  |  |
|  |  |
| **2** |  |
|  |  |
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| --- |
| Work Experience, Education and Training Please provide a CV showing details of education, training, positions held and areas of responsibility (including voluntary work, if any). |

|  |
| --- |
| **With reference to the Job Description and Person Specification**, please tell us why you are applying for the job, what you think you would bring to the specific post and the organisation in general. Be sure to refer to your experience, skills, disposition and attitudes. **(maximum – 2 A4 pages)**. |

## Equal Opportunities Monitoring

# Information for Applicants

This policy exists to ensure equality of opportunity and the elimination of discrimination on the grounds of workers’ sex, marital status, age, creed, colour, race, national origin, class, sexual orientation and physical disability.

# Monitoring

To ensure that an Equal Opportunities policy is achieving its aims, it must be monitored, and for this to be effective, it is necessary to classify all Company Members and job and placement applicants according to their ethnic origin, sex and disability. The records can then be used to establish whether any group is under or over-represented in certain areas. These areas can then be examined more closely in order to assess whether equal opportunities are being achieved or whether discrimination may be occurring.

This can be a sensitive area, but monitoring is supported as necessary to eliminate discrimination by CRE, EOC and other specialist bodies. We hope that we will have your co-operation.

# Classification by Ethnic Origins

The Commission for Racial Equality recommends classification by a combination of colour and ethnic origin, with the divisions used on the form. Wherever possible self-classification should be used.

# Classification of Disability

The following is an internationally recognised definition of disability:

“People with physical, mental, or sensory disabilities; with hidden disabilities such as psoriasis, epilepsy, heart, chest conditions; people with disabilities linked to ageing; people suffering from a mental illness.”

# Use of the Information Collected

**NB**: THE INFORMATION COLLECTED IS CONFIDENTIAL. THE MONITORING FORM WILL NOT AFFECT YOUR APPLICATION BUT WILL BE SEPARATED FROM IT ON ARRIVAL. THE INDIVIDUALS WILL NOT BE IDENTIFIED.

# Equal Opportunities Monitoring Form What is your ethnic group? (Information based on the Commission for Racial Equality recommended format)

## A White

* British
* Other, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Irish
* Any other White background please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## B Mixed

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other Mixed background please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

* Indian
* Pakistani
* Bangladeshi
* Any other Asian background please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## D Black, Black British, Black English, Black Scottish, or Black Welsh

* Caribbean
* African
* Any other Black background please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other Ethnic group

* Chinese
* Any other background please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Classification of Disability

In terms of the definition on the Information Sheet, would you describe yourself as disabled in any way? ❑ YES ❑ NO

(You need not give further details unless you wish to do so.)

## Gender

Please tick ❑ MALE ❑ FEMALE OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information collected is confidential. The monitoring form will not affect your application but will be separated from it on arrival

Why I Didn’t Apply Form

If you decide not to apply it would be useful to us if you could take a moment to complete the following and return it to fran@londonbubble.org.uk

### Post: Speech Bubbles Co-ordinator

Please tick one or more of the following:

I did not apply because of….

⬜ The job description

⬜ The person specification

⬜ The policy

⬜ The salary

⬜ The organisation

* Other (Please specify)