



## **STEP-UP PROGRAMME MANAGER**

### **Summary:**

This demanding position gives the post holder a unique opportunity to lead a key component of Lewisham Youth Theatre's programme. The Step-Up project engages young people who are Not in Education, Employment or Training (NEET) or who are otherwise at-risk, in LYT's core youth theatre activities. The post involves:

- Managing the programme of work, including recruiting participants, planning & evaluating projects in line with LYT's core objectives
- delivering targeted drama sessions and forum theatre projects in the community
- building partnerships with local services for NEET and at-risk youth
- delivering in LYT's core youth theatre activities, working alongside LYT's Programmes Manager, Participation

**Salary:** £25000 to £27000 p/annum, pro rata (dependent on experience)

**Reporting to:** Artistic Director & Executive Director

**Contract Period:** Part-time, Fixed-term contract to September 2020

**Hours:** The post is initially advertised at 24 hours (3 days) per week. Potential of expansion of role, dependent on funding.

Hours will vary across projects and at times of intensive activity, the post holder will need to be flexible. The nature of work in this field will sometimes necessitate unsociable hours.

**Holidays:** 20 days holiday pro rata, plus bank holidays

**Start:** week of 4<sup>th</sup> September 2017

**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.

### **Our Mission Statement**

LYT believes that theatre is a vital form of human expression and that participation in creating and watching theatre leads to the development and empowerment of young people. LYT provides a safe environment in which to develop skills and explore ideas. We commit to ensuring that this opportunity is available to all young people in Lewisham and that no-one should be excluded because of economic or social background.

## **About Lewisham Youth Theatre**

Lewisham Youth Theatre (LYT) provides participatory drama programmes to young people aged 3-24 who live or learn in Lewisham. All programmes are free to young people. Participation is based on commitment rather than ability, and participants must not currently take part in other out of school drama activity.

LYT provides a mixture of performance-based projects (where participants work towards a public performance) and 'workshop groups' (drama and social skill-based sessions). Projects are separated into age groups for 8-12s, 12-14s, 14-19s and 16-24s. Performance projects usually run for 3-6 months culminating in an intensive full week leading to performance; Workshop projects usually run weekly for 5-6 weeks. Often, participants progress to projects requiring increased commitment both within and between programme years.

Around these projects, LYT delivers a series of wrap-around activities that supports the engagement and learning of participants. LYT offers participants opportunities to take part in:

- Theatre trips to performances around London (the 'See Theatre' programme);
- One-to-One Mentoring to identify opportunities for progression
- Work experience and peer mentorship of younger age groups
- Youth leadership board ('Members' Committee') to consult on and plan activities, and represent the youth theatre

LYT provides a universal service, but targets recruitment at young people in need across a range of disadvantages. Over 70% of participants every year are identified as facing disadvantage, which LYT defines as:

- Coming from families in receipt of means-tested benefits
- Having special needs (inc. physical/sensory disability, learning difficulty or autism spectrum disorder)
- Requiring additional support to take part (inc. Looked after children, Young Carers, those with mental health difficulties, English as an additional language; low literacy/numeracy)
- Referred from local partners, which include schools, pupil referral units, Child & Adolescent Mental Health Services (CAMHS), Lewisham social care services, youth offending team, etc.

LYT has recently launched the BIG Impact report, an evaluation of the impact of our programmes on the long-term well-being a life chances of our participants. You can download a full report from:

<http://www.lewishamyouththeatre.com/2017/05/17/big-impact/>

## The Step Up Project

As part of LYT's commitment to providing equal access to all, the Step Up Project was set up in 2011 to increase access to LYT's youth theatre activities for young people who are NEET, at-risk of becoming NEET or who would otherwise not be able to access LYT's services.

Each year, as part of Step Up, we now offer:

- 1 to 1 mentoring across the youth theatre but with particular support for those most at risk,
- Daytime Life Skills project - using drama as a tool to develop and increase employability,
- Creative Training Project – a Forum Theatre project creating and touring a devised theatre piece offering as near to professional experience as possible,
- Outreach Project – working with partners in the community with those most at risk.

We are seeking a practitioner experienced in developing, coordinating and delivering theatre and performance-based interventions for young people facing multiple disadvantages. The successful candidate will become a core part of LYT's delivery team.

## JOB DESCRIPTION

### Main Activities/Responsibilities:

- **Plan, Manage and Deliver the Step Up Project**, ensuring that the project fits strategically within LYT's core youth theatre activities.
- **Plan & Deliver Youth Theatre Projects**, along with LYT's Programmes Manager, Participation, acting as a director and project lead on performance projects with LYT's 14+ Senior Youth Theatre, including being involved in production planning, publicity & project management meetings, co-ordinating with designers, the technical team and other tutors.
- **Recruit young people at-risk** to participate in LYT's youth theatre activities and maintain contact with them throughout their participation, including contacting members through mail-outs, phone, texts and facebook.
- **Develop and Maintain Partnerships** and liaise with local agencies, schools, Pupil Referral Units (PRUs) and social services with the aim of recruiting participants and developing collaborative projects.
- **Plan and Deliver Drama Recruitment Sessions and Projects** with young people at-risk in community and partner venues. These sessions should maintain a high standard of quality and meet LYT's organisational objectives

- **Mentor young people** through one-to-one meetings to help support their participation and retention in LYT projects, providing ongoing advice and guidance that will help them to excel and access progression pathways into employment and education.
- **Identify & Address Barriers to Participation** for individual participants, including liaising with parents, guardians and Care Around the Child Teams to increase participants' access to and retention in LYT's projects.
- **Implement appropriate evaluation** of youth theatre projects with particular responsibility for members referred through Step-Up project:
  - gathering and supplying monitoring and evaluation statistics
  - producing narrative and termly reports
  - collating and analysing the participants' involvement and development
  - communicating and sharing relevant information with partner organisations.
- **Keep abreast of developments in the arts and education**, identifying strategies, partnerships and key individuals to contribute to youth theatre projects
- **Research and keep abreast of pathways into education, employment and training.**

**Like all those who work or volunteer for LYT, the STEP-UP PROGRAMME MANAGER will be expected to take a role in:**

- raising and maintaining the profile and status of LYT within the local community, the professional arts community, amongst current and potential users, and public, charitable and business funders;
- ensuring that LYT's obligations under Health and Safety legislation are fulfilled;
- actively implementing all LYT's policies.
- Positively representing LYT at conferences, trainings and borough meetings.

## **PERSON SPECIFICATION**

### **Essential**

- Proven experience of coordinating and delivering programmes using drama activities as an intervention tool with vulnerable or hard to reach young people
- Experience of devising, directing and jokering Forum Theatre productions
- Proven track record of directing theatre productions with young people aged 14+
- Proven track record of managing youth led activities and empowering young people to take on leadership roles.
- Experience providing one-to-one advice and guidance
- Experience of working in partnerships with youth organisations (i.e. PRUs, Youth Offending Teams, Youth Hostels, CAMHS etc.)
- Excellent interpersonal skills with both young people and adults
- Excellent oral and written communication skills
- Good IT skills
- Working knowledge of current issues within youth arts and cultural sectors
- High level of initiative and leadership qualities

### **Desirable**

- Training and experience in delivering qualifications/accreditations (i.e. Arts Award, AQAs, ASDAN, etc.)
- 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
- Knowledge or qualification in the delivery of Careers Education, Information Advice and Guidance

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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## **How to apply**

Please send:

- A CV
- A covering letter of no more than 2 sides of A4. The letter should demonstrate how your skills and experience match each Essential area of the person specification and, if applicable, the Desirable areas. For each area, you should try to indicate
  - The situation or context and your task or role
  - The action you took and the result or outcome
- A completed Equal Opportunities Monitoring Form (see below)

Please email your application with the subject “[Your Full Name] Step Up Application” to [info@lewishamyouththeatre.com](mailto:info@lewishamyouththeatre.com)

Or post to: Lewisham Youth Theatre, The Broadway Theatre, Catford Broadway, Catford SE6 4RU

**NB Incomplete applications will not be considered.**

**Closing Date for Applications:** 10am on Monday 17<sup>th</sup> July 2017

**Interviews:** Tuesday 1<sup>st</sup> August 2017;  
with Second Practical Interviews from  
6pm on 2<sup>nd</sup> August 2017

**Shortlisted candidates** will be invited to attend a dress rehearsal of our Senior Youth Theatre production ‘30 Short Scenes About Love’ on Friday 28<sup>th</sup> July at 2.30pm.

For further info about LYT please view our website at: [www.lewishamyouththeatre.com](http://www.lewishamyouththeatre.com)

*Lewisham Youth Theatre is a Registered Charity (no. 297075) and an Equal Opportunities employer.*



## 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).

LYT's Council of Management (Trustees) is responsible for overseeing the effective implementation of the Equal Opportunities Policy in all areas of our work, including staff recruitment. The Council of Management have delegated responsibility to the Executive Director for the day-to-day policy implementation.

All those working and interacting with LYT have a duty to uphold the Equal Opportunities Policy. Trustees, staff, tutors, trainees and volunteers have a duty to act in accordance with this policy, and that they support service users and other stakeholders to act in accordance with the policy principles.

### Equal Opportunities Monitoring Form

This information will be used to monitor implementation of Lewisham Youth Theatre's Equal Opportunities Policies. We will separate this part of the form from your application form. It will not form part of the selection process. We would be grateful if you could complete the following questions:

**POST APPLIED FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### ETHNIC GROUP

**WHITE**

British  
Irish  
Eastern European  
Greek Cypriot  
Turkish Cypriot

**ASIAN**

British  
Indian  
Pakistani  
Bangladeshi

**EAST ASIAN**

British  
Chinese  
Vietnamese

**BLACK**

British  
African  
Caribbean

**MIXED**

White/Black Caribbean  
White/Black African  
White/Asian

**Any other way of describing your ethnic identity:**

#### PLEASE CIRCLE YOUR EMPLOYMENT STATUS

Full-Time      Part-Time      Seeking Work      Self Employed      Student  
Carer      Homemaker      Retired      Government Training Scheme  
Incapacity Benefit      Other:

**PLEASE CIRCLE YOUR GENDER:**    Female      Male      Transgender

**PLEASE CIRCLE YOUR AGE GROUP:**    16-25      26-35      36-50      51-65      65+

**DISABILITY:** Do you consider yourself to have a disability?      YES /      NO

If yes, please give details:

**SEXUALITY:**    Heterosexual      Gay      Lesbian      Bisexual      Prefer Not To Say

**RELIGION:** Please indicate your religious affiliation (if any):

**HOW DID YOU FIND OUT ABOUT THIS POST?**

Thank you for completing this form.