



**YOUTH ARTS PROGRAMME MANAGER**  
**Step Up Project, for ages 16-24**

**Summary:**

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. The Programme Manager role combines project coordination with drama delivery and directing theatre productions. With a focus on young people aged 16-24, the role aims to engage vulnerable young people in high quality theatre projects that build participants' skills and support progression to further 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 theatre projects in the community
- Directing 2 x theatre productions a year
- One-to-one mentoring of vulnerable participants

**Salary:** £26000 to £27000 p/annum, pro rata (dependent on experience)

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

**Contract Period:** October 2018 to September 2020

**Hours:** Full-time (35 hours per week)  
We will also consider a job-share for this role

Some evening and weekend work will be required. Over-time is not payable, but Time Off In Lieu will be given, in consultation with line management.

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

**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**

*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**

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), 'workshop groups' (drama and social skill-based sessions) and technical theatre training. Projects are separated into age groups for 8-12s, 12-14s, 14-19s and 16-24s. Performance projects usually run for 3-5 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.

You can read more about the impact of our work in our 2017 *BIG Impact Report* and learn more about our programmes in our *Strategic Plan 2017-2022*.

Both documents can be downloaded from:

<http://www.lewishamyouththeatre.com/publications/>

## 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,
- Young Touring Company – a creative traineeship leading to paid work experience. 5 company members aged 16-24 create and tour a performance for secondary-aged students. The Young Touring Company show has traditionally used Forum Theatre performance.
- Outreach Project – working with partners in the community with those most at risk.

The Step Up project plays a key role in delivering LYT's strategic priorities, as laid out in our 2017-22 Strategic Plan. The post-holder' work will particularly support the following priorities:

- **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.

### STEP UP PROGRAMME PLAN 2018-19

TIME PERIOD	ACTIVITY TYPE	ACTIVITY
Oct – Dec '18	Outreach	Recruitment of participants for 2019 activity, to include seeking and meeting with referrals; delivery of taster sessions, creation and dissemination of project marketing, etc.
	Project Development	Project planning and development, to include partnership building and set up of 2019 activity.
Jan – March '19	Delivery: Life Skills Project	8 x days over 4 weeks; Min. 10 participants aged 16-24 in daytime project using drama to develop life and employability skills. Includes visit(s) to creative workplace(s) and to meet creative professionals.
	Project Development	Planning and set up for outreach project with CAMHS and/or other outreach activity.
April – May '19	Delivery	8 x sessions outreach project at Child & Adolescent Mental Health Services to support engagement in LYT universal provision
	Recruitment	Recruitment of performers for Young Touring Company
	Project Development	Planning and project set-up of Young Touring Company
May – July '19	Delivery: Young Touring Company	Directing devised interactive performance with 16-24s and leading 2 week tour in early July
	Delivery: Senior Youth Theatre	Co-directing Senior Youth Theatre with 16-21s, with performances at end of July
August 2019	Evaluation	Completing project evaluations and reports

## **JOB DESCRIPTION**

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

#### **Project Coordination and Recruitment:**

- Creation and dissemination of communications and information to recruit for projects, in collaboration with other programme leads
- Liaising with partner organisation to seek referrals of vulnerable young people to the Step Up projects
- One-to-one meetings with referred young people to support their access to LYT projects
- Ongoing communications (written, text, phone, etc.) with participants, parent/carers and workers to support continued engagement in projects
- Coordinating project activities, e.g. theatre trips
- Developing and maintaining partnerships with local agencies, schools, Pupil Referral Units (PRUs) and social services with the aim of recruiting participants and developing collaborative projects.
- Ensure monitoring and evaluation of Step Up projects in line with LYT's evaluation systems

#### **Delivery:** Planning and delivering the following activities:

- Lead facilitator on outreach project(s), delivering drama sessions that build social and emotional skills of participants from at-risk groups with the aim of supporting them to access LYT's universal provision
- Lead facilitator on Life Skills project, using drama techniques to develop life and employability skills
- Directing Young Touring Company devised performance and tour, including facilitating audience interaction with touring performance
- Co-directing Senior Youth Theatre performance

#### **Progression Support:** Supporting young people to widen their horizons, increase their ambitions and access further opportunities through:

- One to one mentoring to help participants identify goals and progress in education, employment or training
- Support progression to further opportunities within LYT, e.g. volunteering opportunities, work experience and other projects
- Keep abreast of opportunities in the cultural industries and promote these, as appropriate, to the Step Up and Senior Youth Theatre participants

#### **General:** Like all those who work or volunteer for LYT, the post-holder will be expected to take a role in:

- Communicating about the Step Up programme with the staff team in order to ensure joined-up thinking across programmes
- Keeping abreast of developments in the arts and education, identifying strategies, partnerships and key individuals to contribute to youth theatre projects
- 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;
- Actively implementing all LYT's policies and procedures.
- 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
- Proven track record of devising and directing high quality 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 of working one-to-one with young people aged 14+ to support personal development and progression
- Experience of working in partnerships with organisations supporting at-risk youth (e.g. 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**

- Experience of devising, directing and jokering Forum Theatre productions
- Experience of providing one-to-one advice and guidance with young people to support progression in education, employment or training
- 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:** 12pm on Monday 10<sup>th</sup> September 2018

**Interviews:** Week Commencing 17<sup>th</sup> September, TBC

Interviews will consist of a panel interview. Shortlisted candidates will be asked back for a practical interview with young people in the same week.

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:

Transgender

Female

Male

### PLEASE CIRCLE YOUR AGE GROUP:

65+

16-25

26-35

36-50

51-65

**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.