



PARTICIPATION MANAGER

Summary: This demanding position gives the post holder an opportunity to manage and deliver Lewisham Youth Theatre (LYT's) programme of youth theatre activities with children and young people aged 8 – 18. The role includes youth theatre directing, as well as managing a team to ensure the support of participants – particularly those in need – as they progress into and through our programmes, and on to next steps. The goals of the post are to:

- Ensure the quality of youth arts delivery for participants across projects for ages 8-18;
- Support young people facing disadvantage to access and thrive in LYT's activities;
- Empower participant's voices and support them to contribute to the development of their projects and the organisation;
- Help to maintain a safe environment in which participants feel supported and cared for.

This post is funded by BBC Children in Need.

Salary: £28,000 to £30,000 per annum

Reporting to: Artistic Director

Responsible for: Outreach Coordinator, Technical Programmes Manager, Freelance tutors/directors

Hours: 35 hours per week. Hours will vary across projects and at times of intensive activity, the post holder will need to work flexible hours, including some Saturdays and evenings, for which Time Off In Lieu (TOIL) will be given.

Holidays: 20 days holiday, *plus* bank holidays

Proposed Start: September 2019

Terms: This is a 2-year fixed term position to 31st August 2021, with the expectation for the role to continue dependent on further funding. The role is subject to a 6-month probationary period. 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.

Primary Location: 1st Floor, Town Hall Chambers, Rushey Green, London SE6 4RU

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

OUR PARTICIPANTS

Each year, LYT works with 200+ young people in sustained projects and reaches another 400+ through one-off outreach sessions. We provide 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.

OUR STRATEGIC PRIORITIES

In 2017, we published the BIG Impact Report, an independent evaluation into the impact of our programmes on participants' long-term well-being and life chances.

Responding to the findings of this report, our 2017-22 Strategic Plan, details our ambitions and targets to grow the delivery and impact of our work. Our strategic priorities are:

- 1. 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.
- 2. Increase participants' ambition and access to further opportunities** through the delivery of projects and schemes that focus on further life pathways.
- 3. Share our expertise and working practice with other youth organisations** across the capital, nationally and internationally, providing an exchange of cultures and learning that will have organisational benefit and improved impact on participants across organisations.
- 4. Achieve sustainable financial, staff and operational resources** that will allow us to deliver against our strategic priorities.

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/>

Participation Programme

The Participation Manager plays a key role within LYT with a remit to plan, manage and deliver drama and performance programmes that develop the well-being and life chances of Lewisham young people aged 8-18. Along with a small team, the Participation Manager is especially responsible for ensuring that LYT's programmes remain accessible to young people across a range of needs.

The Participation Manager will work with the Outreach Coordinator, Technical Programmes Manager and a team of freelancers to delivery LYT's core youth theatre projects: Junior Youth Theatre 1 (aged 8-11), Junior Youth Theatre 2 (aged 12-14) and Senior Youth Theatre (aged 15 – 18), Members' Committee (aged 12-18) and Technical Theatre (ages 12-17). The Participation Manager will be expected to direct approximately 2 performances per year, and to oversee the creative teams across the projects above.

The Participation Manager post was first funded by BBC Children in Need for 3 years from 2009 as a part-time role, and has been re-funded as a full-time role since 2012. This additional capacity has helped to grow the reach and success of the project, and to increase the impact on participants in need. The post will take 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, and provide continuity for referred participants, 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:

The post holder will be responsible for:

YOUTH ARTS DELIVERY:

- Direct approximately 2 youth theatre performances per year with groups of approx. 20 young people, culminating in an intensive rehearsal week and public performances in a professional theatre.
- Coordinate and deliver LYT's Members' Committee (youth leadership board), empowering young people to build responsibility and take a central role in planning LYT's programmes,
- Coordinate and manage volunteer opportunities for Committee members, training and supporting them in roles as peer mentors, backstage, front of house crew and LYT Ambassadors.
- Manage work experience placements for members
- Support members to achieve Bronze and Silver level Arts Award qualifications

STAFF MANAGEMENT:

- Line management of staff members, empowering them to do their jobs effectively and supporting their well-being within their roles.
- Alongside the Artistic Director, overseeing freelance directors and tutors to ensure the high quality of creative experiences and the integrity of LYT's working practices.
- Alongside the Participation Team, ensuring staff and freelancers support participants' needs to allow them to safely access, engage in and complete projects across LYT's programmes for 8-18s.
- Alongside the Participation Team, ensuring that participation targets are met across the youth theatre projects, including engagement and retention targets for participants in need.
- Liaising with the Executive Director to set project budgets, and ensuring projects are delivered on time and within budget.

PROGRAMME MANAGEMENT: The Participation Manager will take a lead role in managing the youth theatre projects, along with the Participation Team, to ensure young people can progress into, through our projects and on to next step. This role will include:

Recruitment across youth theatre projects:

- Overseeing recruitment of all youth theatre projects, including proactively seeking referrals of participants in need
- With the Participation Team, managing the delivery of a minimum of 10 recruitment sessions per year in partner schools and agencies in order to recruit referred members to each of the youth theatre 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.
- Coordinate and help to expand the referral process onto LYT projects, ensuring that it is embedded across LYT's projects.

Pastoral care and support, with a specific focus on young people in need:

Support members facing disadvantage to engage in LYT activities by:

- Meeting one to one with potential participants and parents/workers to support them to take part in the project
- Liaising with schools, partner agencies and parent/carers regarding the needs of referred young people
- Communicating with parents & carers regarding commitment and the progress of participants in the sessions
- Preparing and undertaking calls and mailout communications with members, families and partners supported by LYT Administration team.
- Providing 1 to 1 support to participants in need throughout the project, as necessary to ensure they can engage in and benefit from the activities.

Programme Planning:

Along with the Artistic Director and the Participation Team, research, plan and deliver a programme that:

- involves young people's participation at every level of the programme
- utilises a variety of arts based youth work methods designed to meet the educational and developmental needs of young people ages 8-18 years
- maintain a high standard of quality and are managed within the context of LYT's objectives and Theory of Change
- includes session-by-session plans and schemes of work for all projects.
- Be involved in production planning, publicity & meetings on all youth theatre projects, co-ordinating with designers, the technical team and other tutors. With special responsibility for referred members.
- Research scripts and texts for selection by Directors and tutors on each project.

Evaluation:

Implement appropriate evaluation of youth theatre projects, in line with LYT's standard evaluation procedures, including:

- Gathering monitoring and evaluation statistics
- Liaising with partners, workers, teachers and parents/carers to assess the impact of the project on participants
- Producing narrative reports on each project

Programme & Organisational Development:

- Along with the rest of LYT's team, develop and create new projects, as necessary, that match the needs of young people and the local community and that deliver against LYT's Strategic Plan 2017-22.
- Promote LYT's work to relevant organisations and individuals, locally regionally and nationally
- Attend strategic sector meetings within the borough and beyond and feedback relevant information to shape LYT's future work and planning.
- Help to raise LYT's profile, specifically within the borough, ensuring that the work is known about and therefore accessible to more young people
- Keep abreast of developments in the arts and education, identifying strategies, partnerships and key individuals to contribute to youth theatre projects

PERSON SPECIFICATION

Essential Experience

- At least 5 years' experience of delivering drama activities as an intervention tool with vulnerable or hard to reach young people
- Proven track record of Directing youth theatre performances, that:
 - Work with large casts of 15-20 young people
 - Incorporate the voices of young people into productions
 - Maintain high quality creative standards
- At least 2 years experience of managing and empowering staff and freelancers
- Experience of planning, administrating and managing youth arts projects
- Proven track record of managing youth-led activities and empowering young people to take on leadership roles.
- Experience of taking a lead role in safeguarding children and young people
- Experience of developing partnerships with schools and youth organisations (i.e. PRUs, Youth Offending Teams, Youth Hostels, Connexions, etc.)

Essential Skills & Capabilities

- High level of initiative and leadership qualities
- Able to work in a fast-paced environment and to juggle multiple tasks
- Able to meet agreed targets efficiently, and to think creatively to address problems as they arise
- Excellent interpersonal skills with both young people and adults
- Able to work collaboratively and support others' ideas
- Able to communicate sensitively and effectively with individuals and groups
- Excellent written communication skills
- Good IT skills, particularly within the Microsoft and Google suites
- Working knowledge of current issues within youth arts and cultural sectors
- Available to work at weekends and during unsociable hours.

Desirable

- Trained as an Arts Award qualification advisor
- Experience providing one-to-one advice and guidance
- Safeguarding Level 3 Training, or equivalent experience
- 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
- Experience of successful fundraising

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

How to apply

Please send:

- A completed application form
- A completed Equal Opportunities Monitoring Form

Please email your application with the subject “[Your Full Name] Participation Manager Application” to recruitment@lewishamyouththeatre.com

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

Closing Date for Applications: 12 noon, Monday 29th July 2019

1st Interview: Monday or Tuesday 5th / 6th August

2nd Interview: Thursday or Friday 8th/9th August
This will be a practical interview including leading a short session with young people.

For further info about LYT please view our website at:
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).