

Youth Theatre Leader Job Description

Job title: Youth Theatre Leader (2 new posts)

Vacancy: Casual (Ad-Hoc basis)

Anticipated start date: Launch Saturday Club sessions from 6th November 2022 onwards (a few hours of training/ planning meetings required prior to this)

Duration: 1year fixed term contract to 31/08/2023

Salary: £13.33 p/h – working hours equating to 3 hours per Saturday morning Theatre Club session

Report to: Youth Theatre Director (day to day) & WP & Outreach Manager (timesheet/ pay approvals)

Closing date: Friday 14th October 2022

Job Purpose:

This is an exciting opportunity to join the small team of Youth Theatre Leaders at St Mary's. Leaders will support the delivery of theatre related activities within the Drama St Mary's Youth Theatre. The Youth Theatre sessions will take place on Saturday mornings during school term times, as part of the 'Writing and Talking' strand of the National Saturday Club programme. The 2 new Leaders we are recruiting will join 2 returning Leaders, who worked for the Youth Theatre last year, and have recently graduated from BA Acting.

The Youth Theatre Leaders will supervise and support up to 35 young people taking part in the weekly Youth Theatre, who will be between 13 and 16 years old. We aim to provide this free programme for young people from backgrounds underrepresented in Higher Education. The Youth Theatre will introduce young people to university, the opportunities Drama St Mary's offers, and the wider cultural programme of shows and masterclasses that the National Saturday Club provides. Youth Theatre Leaders will be enthusiastic about university, drama and the arts, and have a strong commitment to supporting young people.

Youth Theatre Leaders will work under the direction of the Youth Theatre Director, and will work in rotation with two other Leaders to ensure full coverage over the 30 weeks of planned activity.

The role requires Leaders to be regularly available on Saturday mornings, when the Youth Theatre sessions take place. It's envisaged that each week 2 of the Leaders will help facilitate the session under the guidance of the Youth Theatre Director.

Main Responsibilities:

Planning

- To work proactively with the Youth Theatre Director and the other Youth Theatre Leaders to ensure that each week 2 Leaders are available and scheduled to support the session.

- To plan activities as delegated by the Youth Theatre Director. These could include warm up/ team-building games; improvisation exercises; devising original drama pieces and so on.

Delivery

- To be available for at least 20 of the 3-hour sessions on Saturday mornings over the course of the academic year.
- To lead or co-facilitate sessions/ activities as delegated and/ or agreed by the Youth Theatre Director.
- To role-model positive behaviour and develop strong and sympathetic working relationships with the participants, ensuring that the activities are set at an appropriate level to stimulate and support their learning.
- To motivate the young people taking part, drawing out and nurturing their skills and talents.
- To attend and support several of the National Saturday Club's termly cultural trips/ events (up to 3 in total, could include trips to theatres or galleries etc).
- To proactively inform the Youth Theatre Director and WP & Outreach Manager of any potential issues or barriers faced by the participants that might be inhibitors to their full involvement in the work of the Youth Theatre.

Other

- To be pro-active in ensuring that each session is planned and delivered to the highest level of professionalism.
- Adhere to health and safety policies and Safeguarding policies.
- To undertake any training deemed necessary for the position.
- Undertake an Enhanced Disclosure & Barring criminal record check (DBS) to work with young people.

Job specification

Criteria	Essential	Desirable	How identified/ assessed
Knowledge and Experience			
A current undergraduate/postgraduate student studying at St Mary's.	✓		(A)Application (I) Interview
Motivated and enthusiastic about drama, the arts, and university life	✓		A/I
Knowledge of working in a theatre environment with a record of working on shows for public performance.	✓		A/I
Skills			

Excellent verbal & written communication skills	✓		A/I
Good presentation skills	✓		A/I
Confident leading small groups	✓		A/I
Good problem-solving skills	✓		A/I
Ability to work as part of a team	✓		A/I
Comfortable using email, the internet and social media	✓		A/I
Personal attributes/other requirements			
Able to commit to regularly working on Saturday mornings (estimated 20 of the 30 weeks of the programme)	✓		A/I
Committed to equality, diversity and Inclusion	✓		A/I
Committed to Safeguarding the wellbeing of young people, and to understanding and following relevant policies (Safeguarding; Health and Safety)	✓		A/I
Committed, punctual and reliable	✓		A/I
Pro-active and able to use initiative	✓		A/I
Approachable, friendly, and positive	✓		A/I
Able to engage professionally with young people, using discretion, emotional intelligence and diplomacy	✓		A/I
Ability to interact with and inspire young people from a wide variety of backgrounds	✓		A/I
Able to undertake an Enhanced Disclosure & Barring criminal record check (DBS) to work with young people.	✓		A/I

Working Hours

As part of the National Saturday Club, the Youth Theatre will take place for 3 hours on Saturday mornings during school term times (10 weeks per term; 30 weeks per year). We expect to recruit 2 new Youth Theatre Leaders to join our 2 returning Leaders, and for each of the Leaders to work in pairs on a rota, for approx. 20 weeks of this programme. Successful applicants to the role of Youth Theatre Leader will be able to commit to regularly working on Saturday mornings.

General

All staff involved in the Youth Theatre are expected to adhere to the policies and procedures of the National Saturday Club, and St Mary's University. All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner.

Please Note

This job description reflects the core activities of the role and as the University and the Youth Theatre develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holders recognise this and adopt a flexible approach to work and be willing to participate in training.

St Mary's University reserves the right to change and amend this Job description/ Person Specification in accordance with the changing requirements of the organisation.

Pay

Rate of Pay

Payment for this role will be in line with the London Living Wage.

Hourly rate: £13.33ph

Method of Payment

All payments at St Mary's are dealt with by our Payroll team. Pay is via a BACS payment and all payslips can be accessed online via the PeopleNet portal.

Timesheets

Leaders are expected to complete and submit their own timesheets on a monthly basis. You will be sent the details to submit your timesheet on the PeopleNet Portal.