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**ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE**

JOB DESCRIPTION – Project Leader, About Face Youth Theatre

**Main purpose of post**

This is an exciting opportunity for an appropriately skilled and enthusiastic individual to develop a youth theatre run under the umbrella of the thriving and acclaimed About Face Theatre Company. About Face Theatre Company is part of ECHO for Extra Choices in Herefordshire Ltd, a charity supporting people with a disability.

About Face Theatre Company is just one of a handful of professional UK theatre companies working with actors with learning disabilities. Established in 1995, About Face has a strong reputation for delivering high quality theatre to festivals, theatres, community and other venues. Their schools projects have successfully integrated performances and workshops enabling follow-up work in the classroom and support for delivery of the national curriculum.

As part of our long-term commitment to increasing the number of participants able to attend About Face, we are looking for a Project Leader to run an Outreach Youth Theatre Project located in Hereford. Working in liaison with the Artistic Director and other ECHO staff, the post holder will be responsible for a range of duties relating to facilitating this community activity for young persons aged 18 to 25 years with a learning disability.

**Main Tasks**

The role requires you to take responsibility for the successful delivery and development of About Face Youth Theatre, under the guidance of the Artistic Director for About Face. In particular, you will be responsible for the following duties:

1. Organising, planning and running a creative, engaging theatrical and musical activities to meet the needs of the participants.
2. Supporting the participants to develop independence; gain skills to enter the work place, consider a volunteering role or join the About Face Performance Company or another theatre group after finishing Youth Theatre.
3. Providing practical support to the participants to ensure they are:

* Welcomed and feel safe
* Made to feel valued and encouraged to contribute
* Supported to develop new skills and try new activities to build confidence
* Given any assistance needed to ensure they are comfortable and maintain their dignity at all times. This may include physical care, assistance or prompting in accordance with the individual’s care plan, assistance to take medication or manage their continence.

1. Taking overall responsibility for monitoring the development and achievements of the project and participants to help maximise each individual’s potential.
2. Line-manage project staff and volunteers and support them to carry out their duties. This will include regular supervisions with the theatre support worker. Provide guidance to the actors’ personal assistants.
3. Contributing to and supporting the review, assessment and planning process for the project and participants.
4. Attending regular planning and supervision sessions with your line manager to ensure the work remains within the structure and ethos of ECHO
5. Support the recruitment of new staff for the project
6. Ensuring that all registers and other monitoring information required by ECHO are accurately kept.
7. Undertaking any other recording, reporting and evaluation required by ECHO.
8. Building links and contacts with other individuals, groups and organisations to support and develop the project
9. To undertake fundraising activities to support the project and ECHO as a whole.
10. Taking responsibility for all Health & Safety issues associated with the Project, including carrying out Risk Assessments; ensuring that all staff and volunteers work within ECHO’s Health & Safety guidelines and ensuring our premises are kept safe and tidy
11. Work with your line manager to agree a budget for the project and deliver to this using resources efficiently.
12. Promote the project and the work of ECHO using social media, events and other methods as appropriate.
13. Attending relevant training events.
14. Attending ECHO staff meetings, AGM, and other ECHO activities as required.
15. Working within all policies and procedures of ECHO.
16. Work with the participant representative group and trustees to ensure those who use our services are listened to and engaged.
17. Undertaking any other duties commensurate with the post, as requested by your line manager.

**Project Specific activities**

1. Be responsible for the development, design and delivery of an interesting and varied drama/music activity programme at About Face Youth Theatre. Such a programme should include work based skills to prepare participants for future employment/volunteering roles or progression into the About Face Main Company.
2. Ensure the staffing is arranged on a day-to-day basis to cover personal care and other needs of participants, and support any relief staff allocated to About Face Youth Theatre, as required.
3. Enthusiastic to work with other theatre professionals throughout the year as part of the programme.
4. Be responsible for the building and equipment.
5. Support and develop the About Face Youth Theatre volunteer team.

About Face Theatre is an ECHO project.

ECHO is a charity mainly working with people with moderate or severe learning difficulties. We also support people with mental health needs or who have physical or sensory impairments. ECHO runs 30 different activities each week in community settings across Herefordshire.

ECHO is committed to providing services that promote choice, rights and independence for people with disabilities in Herefordshire. We make sure that we involve and inform people with disabilities about the services we provide.

### Accountability

All staff are accountable to the Trustee Board of ECHO. The line manager for this post is the About Face Artistic Director who will provide day to day advice and management. All staff are required to undertake 6 weekly supervision sessions with their line manager and an annual appraisal.

### Equal Opportunities

ECHO is committed to treating all people with equal respect and is determined that both in our provision of services and as an employer, we will ensure equality of opportunity for all.

### Conditions of Appointment

This is an appointment of 9 hours per week. The salary is linked to NJC salary scale point 8 £13.31 per hour. The hours to be worked will be Wednesdays 8.45.am. – 5.45p.m. You will be based mainly at the Tomkins Theatre, Hereford with six planned off-site days throughout the year. Opportunities to take on additional About Face responsibilities are likely to come available in the near future.

**PERSON SPECIFICATION – Project Leader**

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|  | **Essential** | **Desirable** |
| **Experience** | | |
| Experience of working with people with learning disabilities (either in a paid or voluntary role) | **🗸** |  |
| Experience of developing and running a project or programme of activities | **🗸** |  |
| Experience in project subject (e.g. theatre/drama/music) | **🗸** |  |
| Experience of line managing staff |  | **🗸** |
| Experience in developing services for those with complex needs |  | **🗸** |
| Experience of managing challenging behaviour |  | **🗸** |
| **Qualifications and Training** | | |
| A good general level of education | **🗸** |  |
| A current First Aid qualification |  | **🗸** |
| Attendance on any courses relating to working with disabled people |  | **🗸** |
| Health & Safety training |  | **🗸** |
| Qualification in project related subject: theatre/music |  | **🗸** |
| Qualification in management related skills |  | **🗸** |
| Attendance on courses relating to working with people with complex needs |  | **🗸** |
| Qualification in training |  | **🗸** |
| **Skills & abilities** | | |
| Good administrative, organisational and time management skills | ✓ |  |
| Able to communicate with disabled people in a way that promotes respect & equality | ✓ |  |
| Able to work as part of a team and share skills and knowledge | ✓ |  |
| Able to set priorities and work under own direction | ✓ |  |
| Good working knowledge of using computers. | ✓ |  |
| Good verbal communication skills | ✓ |  |
| Ability to find practical solutions to problems | ✓ |  |
| Car driver with access to a reliable vehicle for use during work and willingness to transport participants | ✓ |  |
| **Project Specific Skills** | | |
| Technical skills in music, design and photography |  | ✓ |
| Practical theatre craft skills, e.g. costume design, prop/set manufacture |  | ✓ |
| Drive to develop the project | ✓ |  |
| Ability to train staff and volunteers in supporting people with complex needs |  | ✓ |
| **Personal Qualities** | | |
| An understanding of and commitment to the principles of equality and diversity | ✓ |  |
| Respect for people’s rights and dignity | ✓ |  |
| A person centred approach to working with individuals | ✓ |  |
| Adaptable and willing to learn new skills | ✓ |  |
| An understanding of the importance of confidentiality | ✓ |  |
| Self-motivation and enthusiasm | ✓ |  |
| Sensitivity and diplomacy | ✓ |  |