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 **ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE**

JOB DESCRIPTION – Theatre Support Worker, About Face Youth Theatre

**Main purpose of post**

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 Theatre Support Worker to assist in the running of an Outreach Youth Theatre Project located in Hereford. Working in liaison with the Project Leader, the post holder will be required to contribute to a range of duties relating to facilitating this community activity for young persons aged 18 to 25 years with a learning disability. This is an exciting opportunity for an appropriately skilled and enthusiastic individual to be part of the development of a youth theatre run under the umbrella of the thriving and acclaimed About Face Theatre Company

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.

* To assist in the delivery of the About Face Youth Theatre programme

**Main Tasks**

The role requires you to support the successful delivery and development of About Face Youth Theatre, under the guidance of the Project Leader. In particular, you will be expected to contribute towards the following duties:

1. Organising, planning and running engaging theatrical and musical activities to meet the needs of the participants.
2. Liaise with project staff/volunteers and actors PA’s and support them to carry out their duties.
3. Supporting the participants to develop independence; express their individuality; make informed choices; and develop new friendships.
4. 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. Assist with monitoring the development and achievements of the project and participants to help maximise each individual’s potential.
2. Contributing to and supporting the review, assessment and planning process for the project and participants.
3. Attending regular planning and supervision sessions with your line manager to ensure the work remains within the structure and ethos of ECHO
4. Support the induction of new staff/volunteers for the project
5. To assist with fundraising activities to support the project and ECHO as a whole.
6. Be aware of all Health & Safety issues associated with the Project, including Risk Assessments; ensuring that all work is undertaken in compliance with ECHO’s Health & Safety guidelines whilst ensuring our premises are kept safe and tidy.
7. Attending relevant training events, staff meetings, AGM, and other ECHO activities as required.
8. Working within all policies and procedures of ECHO.
9. Undertaking any other duties commensurate with the post, as requested by your line manager.

**Project Specific activities**

1. Support the development, design and delivery of an interesting and varied drama/music activity programme at About Face Youth Theatre. Such a programme will include work-based skills to prepare participants for future employment/volunteering roles or progression into the About Face Performance Company or another theatre company..
2. Enthusiasm to work with other theatre professionals throughout the year as part of the programme.
3. Assist with care and storage of project equipment.
4. Support the About Face Youth Theatre volunteer team or any relief staff allocated to About Face Youth Theatre, as required

### Accountability

All staff are accountable to the Trustee Board of ECHO. The line manager for this post is the About Face Project Leader who will provide day to day advice and leadership. 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 7.5 hours per week. The salary is linked to NJC salary scale point 6 £12.89 per hour. The hours to be worked will be Wednesdays 8.45.am. – 4.15p.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 – Support Worker**

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|  | **Essential** | **Desirable** |
| **Experience** |
| Experience of working with people with learning disabilities (either in a paid or voluntary role) |  | **🗸** |
| Experience of contributing to a project or programme of activities |  | **🗸** |
| Experience in project subject (e.g. theatre/drama/music) | **🗸** |  |
| **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 |  | **🗸** |
| **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 |  | ✓ |
| **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 | ✓ |  |