



OUTREACH ARTS PRACTITIONER

RECRUITMENT PACK

Contract type: Fixed term to June 2025

Hours: Full time (36.25 hours per week)

Job Share may also be considered for this role.

Salary: £19,798 to £21,634 (FT) depending on experience

Benefits: generous annual leave package plus day off for your birthday, staff training and development, access to well-being and counselling services, staff socials, and complimentary theatre tickets.

Deadline for Applications: Noon Monday 17th October 2022

Interviews: Tuesday 25th October 2022



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The
Henry Smith
Charity

founded in 1628

HELLO!

WELCOME

Thank you for your interest in this vacancy with Burnley Youth Theatre. We are delighted that you are keen to know more. Within this pack you will find more information about Burnley Youth Theatre, the role of Youth and Family Arts Engagement Worker and the process you need to complete if you are interested in working with us.

We are excited to receive funding from The Henry Smith Charity for this post as part of our outreach programme. In this role you will be responsible for delivering a variety of projects ranging from one off taster sessions to regular projects that will engage hard to reach young people, young people who identify as disabled or with access needs, and families who are least engaged with the arts, tackling challenging issues most relevant to them.

In this role we are looking for someone who has experience of delivering inclusive arts projects with people who are experiencing extreme educational, social or economic disadvantage. You will have excellent communication skills and be able to build strong relationships with young people, families and other community organisations with whom we are working with.

If you are passionate about how engagement with the arts can change the lives of young people and families we want to hear from you!

Through this recruitment process we are especially keen to hear from applicants who have a lived experience of being marginalised and we value experiences that can help us remove barriers to engagement within our organisation. We will provide a warm welcome to you and support you in the role with a full induction programme. No two days are the same at Burnley Youth Theatre, it is a dynamic and exciting place to work and during your time with us you will be supported to develop your career and next steps.

This role can be offered as Full Time or Part Time as part of a job share to encourage flexible working hours. Please state your preference when applying for the role.

The team and I are all looking forward to hearing from you.

Karen Metcalfe (she/her)
Artistic Director and Chief Executive

Creatively inspiring children, young people and
EST. 1973

WHO WE ARE

We are a purpose built youth theatre set within beautiful woodland. We produce and programme pioneering work with, by and for children, young people and their families. Enriching the lives of individuals and our community.

Burnley Youth Theatre was established in 1973. Over the past 49 years, the organisation has grown from a small local voluntary organisation to a nationally well-respected charity and we continue to go from strength to strength.

We operate from two purpose-built venues, our main Burnley Youth Theatre venue (built in 2005) and the Moira Preston building (built in 2014). Our facilities include a 158-seat theatre, 3 studio spaces and 2 outdoor performance spaces.

We are a part of the Arts Council England National Portfolio and receive regular funding from them alongside support from funders such as; The National Lottery Heritage Fund; Burnley Borough Council; The Eric and Margaret Charitable Kinder Trust; The Henry Smith Charity and Garfield Weston. We are fortunate to have these regular sources of funding alongside the regular donations that we receive from our participants, their families and our local community.

“ Burnley Youth Theatre is an inclusive, supportive and fantastic organisation to work for. Throughout my time working on the team, senior management supported my growth and gave me opportunities for continued professional development. ”

Ollie Daley (he/they)
Engagement Manager at The Lowry



VISION, MISSION & VALUES

We are passionate about the arts and working with children and young people and our vision, mission and values underpin all of the work that we do.

Our Vision is that all children and young people will access high quality arts and culture.

Our Mission is to creatively inspire and challenge young people to take their next steps.

Our Values are contained within the following value statements:

- We provide multiple opportunities and points of access for children and young people to high quality arts and cultural activity through participation, through education, as young artists and as audience members for professional theatre.
- We open up possibilities for young people and families across the performing and other arts, and act as a gateway to the wider cultural sector.
- We enable children and young people to become independent creative thinkers who will show us where we need to go next.



OUR CORE PROGRAMME

We deliver our work across five strands of activity. As a member of our small team you will have opportunities to engage with all areas of this work while fulfilling the duties of your role.

Inclusive Youth Theatre

We deliver youth theatre activities for ages 0 – 18 (up to 25 for young people with learning difficulties or disabilities). This includes over 20 weekly youth theatre sessions and 6 youth theatre productions each year. As well as drama-based workshops we deliver specialist weekly sessions such as Connect (for young people with disabilities), Theatre for Change (a session for social and political change) and After The Rain (a session which advances the agenda of LGBTQ+ young people). We also deliver the Arts Award and have a Youth Board who represent the children and young people who are involved with the organisation.

Creative Education

We deliver a creative education offer in local primary, secondary and special schools. This can range from a one-off workshop based on a specific topic to a full term of weekly sessions which complement and support the national curriculum. We support schools to deliver the Arts Award and to achieve Arts Mark status.



OUR CORE PROGRAMME

Outreach

We deliver issue-based work with children, young people and families in community settings through our outreach programme. This is often project based and engages communities through film, drama, dance, art or music. We work in partnership with key agencies to deliver this work; previous partners include the police, sexual health team, health service and young carers. Past work has focused on issues such as knife crime, sexual health, extremism, forced marriage and alcohol misuse.

Professional Theatre

Our venue is a receiving house for professional touring theatre with a focus on theatre for children, young people and families. The Professional Theatre programme has seen established theatre companies such as Little Angel, Shakespeare's Globe and The Royal Exchange bring work to our space and has established us as a family friendly venue offering a diverse programme of work.

Talent Development

We offer a variety of training opportunities for emerging artists and practitioners. This ranges from volunteer placements to paid traineeships. We are passionate about enabling young people aged 16 - 25 to begin and develop a career in the arts with a range of opportunities available.



OUTREACH PROGRAMME

As an organisation we are committed to making our artistic offer accessible to everyone and our outreach programme strives to reach those young people and families who may not usually access the arts; supporting them to participate in creative activities and in doing so improve their well-being, build confidence, develop transferable skills, deepen community cohesion and widen their social network.

Between 2022 and 2025 as the Youth and Family Arts Engagement Worker you will deliver a range of projects (from one off taster sessions to projects that last 10 weeks or more) with specific focus on the following groups:

- Children and young people with learning disabilities and access needs
- Families who do not currently access arts engagement
- Children and young people from Black, Asian and Minority Ethnic communities
- Targeted schools engagement, including a focus on alternative provision and special educational needs
- Targeted youth community engagement

Our outreach programme is focused on long term engagement with local people and our outreach projects explore issues relevant to these groups and the local area including; community cohesion, radicalisation and extremism, hate crime, disability support, mental health and wellbeing, social isolation, county lines, drugs and alcohol misuse, unemployment, and communication and emotional literacy skills. Through our projects we help participants explore difficult issues and find new solutions to dealing with them.

OUTREACH PROGRAMME

Through this programme we aim to build trust with individuals and invite them to continue their journey with us through our 'Step In' programme. This programme enables participants initially engaged through our outreach projects to integrate into our venue and core offer as a participant, audience member, volunteer and through work placements. We break down the barriers to engagement by providing free workshop places, free theatre tickets, transport, translators and support other access needs.

We have been delivering outreach work in Burnley for many years and have a strong network of partners with whom we successfully work, including New Neighbours Together, Lancashire Constabulary, Young Carers, Coal Clough Academy, Holly Grove Primary School, and Participation Works.



BYTE BACK THEATRE

We are passionate about giving young people opportunities to develop their creative skills and have their first experience of paid employment within the arts. Byteback Theatre is our in-house theatre company where we are able to provide a valuable platform for young performers aged 18-25 to train, develop and perform.

Through Byteback Theatre we are able to create issue-based performances to tour schools and community spaces across the UK.

Recent productions include 'Only One in the World' which gave a insight into the issue of child sexual exploitation, funded by Lancashire Constabulary.



“

I have never known our pupils to absorb anything as much as this play – the knowledge and impact of CSE learned will stay with them for a long time

”

Headteacher

EQUALITY, DIVERSITY & INCLUSION

Equality, diversity and inclusion principles are at the core of Burnley Youth Theatre and our work. We are committed to creating a culture in which equality, diversity and inclusion is celebrated and that people from all backgrounds are celebrated and welcomed into the organisation as participants, volunteers, freelancers and staff members.

We have an equality, diversity and inclusion policy and action plan which is regularly reviewed and updated by the board of trustees to monitor our progress on making Burnley Youth Theatre accessible for all.

Through this recruitment process we actively welcome applicants who have a lived experience of being marginalised. We are committed to inclusive working practices and understand that there are many barriers that people face when considering an opportunity like this.

If you are interested in this role but feel there are things that may prevent you from getting involved, please get in touch. However you define access, whether that be disability, white spaces, money, access to the internet, childcare, institutional transphobia or other forms of exclusion please let us know how we can support you in making your application and throughout the recruitment process.

If you are offered the position we will carry out a full induction programme to support embedding you into the role and organisation and we will work with you to meet any access requirements you need to be confident in your work.



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JOB DESCRIPTION

Job Purpose

To have responsibility for delivering Burnley Youth Theatre's youth and family engagement and outreach work. This will include delivering a variety of projects ranging from one off taster sessions to regular projects that will engage; targeted hard to reach young people; young people who identify as disabled or with access needs; young people from Black Asian and Minority Ethnic communities; and families who are least engaged with the arts; tackling challenging issues most relevant to them.

To have responsibility for Byteback Theatre's youth engagement strand including making and touring cutting edge theatre for young people into local schools and community spaces.

Outreach Programme

- Develop and maintain relationships with community organisations who work with disadvantaged young people and families in the area with a particular focus on young people and families who are experiencing extreme educational, social or economic disadvantage, and families who are least engaged with the arts.
- Identify target groups of local concern via consultation with young people, families, the local community and key agencies.
- Plan projects of varying size and timescales in alignment with the expectations of The Henry Smith Charity Improving Lives application.
- Deliver projects, using a variety of artforms, which respond to the needs, interests and aspirations of the young people and families identified.
- Support freelance workers, trainees and volunteers as necessary within the outreach programme.
- Deliver Arts Award where appropriate within projects.
- Complete project monitoring and case studies within set timeframes and contribute to further evaluation as and when required.

JOB DESCRIPTION

Step In Programme

- Following engagement in the outreach programme, support local young people and families to get involved in Burnley Youth Theatre's core activities and volunteering opportunities.
- Be the main point of contact for these young people and families, supporting arrangements for travel, access, and financial support as needed.
- Manage the Financial Assistance programme, including budget management, tracking income and expenditure, and administering the termly bursary applications.

Byte Back Theatre

- Work with the Engagement Manager to recruit young actors for Byteback Theatre.
- Devise and direct a new piece of issue-based theatre each year, in consultation with key strategic partners (e.g. local schools, youth settings, Lancashire Constabulary), taking relevant topics for young people which will be suitable to tour education and youth settings.
- Coordinate all bookings and arrangements for each Byteback tour.

JOB DESCRIPTION

General

- Ensuring best practice around inclusivity and engagement, safeguarding and access, in line with BYT policies and practices.
- Promote and encourage a positive and collaborative working environment and ensure all staff are working within our set ethos and ways of working.
- Attend regular staff meetings, board meetings, staff training and team building events.
- Support our artistic productions and events and have a presence in the venue with participants, companies and audiences.
- Support fundraising activities including bag packs and fundraising events when required and with advance notice.
- Commit to your own professional development and attend whole staff training as directed, including mandatory safeguarding, first aid and equality, diversity and inclusion.
- Support our productions through registering for and carrying out the duties of a licensed chaperone during performances.
- Have a mandatory DBS check.
- Adhere to Burnley Youth Theatre's policies and procedures at all times.
- Participate in our performance management process as an employee.
- Be willing to work flexible hours including evenings and weekends with advance notice.
- There may be other tasks required that are related to the effective and efficient operation of projects related to this post. The post holder will be expected to adopt a flexible and cooperative approach in these circumstances.

PERSON SPECIFICATION

Essential

- Experience of delivering arts projects with young people with learning disabilities and access needs, and young people and families who are experiencing extreme educational, social or economic disadvantage.
- Experience of delivering inclusive cultural projects and workshops.
- Excellent communication skills and an understanding of how to build strong relationships with local service providers/community organisations for children, young people and families.
- Strong interpersonal skills with the ability to engage young people and adults, especially those considered hard to engage.
- The ability to manage own working schedule; prioritising tasks and meeting agreed deadlines.
- Skilled in problem solving and creative thinking.
- Knowledge of safeguarding best practice for children, young people and adults at risk and how this applies within community settings.

Desirable

- Experience of devising and directing issue-based theatre.
- Experience of monitoring and evaluating arts projects.
- Knowledge of health and safety and experience in producing effective risk assessments.
- Experience of delivering Arts Award.
- Experience of managing budgets.
- Experience of effectively supporting others – including freelance artists, trainees and volunteers.

HOW TO APPLY

If you would like to be considered for the role please send us:

- Your detailed and up-to-date CV
- A supporting statement (No more than 1 side of A4) that tells us how you specifically meet the essential and desirable criteria in the person specification and why you want to work for Burnley Youth Theatre.
- Please state if your preference is for a Full Time or Part Time role.

We are happy to receive the above information in a format that suits you, be that written, audio or visual.

The closing date for applications is noon on Monday 17th October 2022

Completed applications should be submitted to recruitment@burnleyyouththeatre.org by the closing date.

For access, support or any other information with regards to this opportunity please call 01282 427767 or email recruitment@burnleyyouththeatre.org

When you have applied we will send you our equal opportunities monitoring form for you to complete. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.