



Participation Facilitator Job Description

Job responsibilities and duties:

- Plan and deliver a term of sessions appropriate for the participant age range, taking into consideration some of the individual needs of group members.
- Be the overall artistic lead on the group's work, putting an emphasis on harnessing and encompassing the creative vision and devising skills of the group members.
- For the Youth Theatre: plan sessions in accordance with a year-long delivery arc and communicate this to the Youth and Community Officer allowing enough time to produce a solid outcome for the showcase performance.
- For the T-Lights Facilitator: plan sessions in accordance with a termly delivery arc and communicate this to the Creative Learning Officer allowing enough time to produce the end of term sharings.
- Offer young people a range of new learning experiences utilising a balance of games, exercises, technique and opportunities to perform.
- Liaise with the Youth and Community Officer and Creative Learning Officer about production details and any materials needed.
- Ensure that all materials required have been gathered prior to session beginning
- Work closely with the Participation Assistant(s) and volunteers to deliver pastoral care and ensure wellbeing of participants.
- For the Youth Theatre: work closely with the Participation Assistant(s) to ensure that admin of the session is completed including registers, evaluation forms, and accident and incident forms as required.
- For the T-Lights Facilitator: adhere to and represent Travelling Light's ethos and policies at all times. Work closely with the Creative Learning Officer and Participation Assistant(s) to adhere to and understand the additional requirements and admin within a school setting.
- Adhere to Travelling Light's ethos as well as Health & Safety, Safeguarding, Equality & Diversity and Code of Conduct policies at all times.

Opportunities:

- Opportunity to work with a professional theatre company
- Opportunity to deliver sessions to a diverse range of young people
- Opportunity to work towards a performance
- Support from Travelling Light's Participation Team and team



Key Information:

Line Management: The Youth Theatre 7-10s facilitator is managed by the Youth and Community Officer. The T-Lights Participation Facilitator is line managed by the Creative Learning Officer.

Session dates and times:

Youth Theatre runs for ten weeks during school term time at the following times:

Youth Theatre 7 – 10s Thursday 4.15 – 5.30pm

T-Lights takes place during the school term:

Mondays 3.30 – 4.45pm

Youth Theatre Autumn Term Dates:

Participation Team Training – 13th September 2018
w/c Monday 24th September – w/c Monday 3rd December 2018
HALF TERM (no session): Monday 29th October 2018

Spring & Summer Term Dates 2019 TBC.

T-Lights Autumn Term Dates:

Participation Team Training – 13th September 2018

Autumn Term Dates – TBC with the school but likely to mirror school term dates.

Location:

Travelling Light Studios, Barton Hill Settlement, 43 Ducie Road, BS5 0AX

T-Lights takes place off site at a Whitehall School, Johnsons Road, Bristol, BS5 9AT.

Pay: This post is offered on a casual working PAYE contract at a sessional rate of £60 per session inclusive of planning. Meetings, staff reviews and staff training are paid at £10 per hour. Casual staff are entitled to accrue holiday pay and eligible staff are entitled to join the Travelling Light pension scheme.

Interviews

If called to interview you will need to be available on the following dates:

Interviews – 18th – 19th June 2018