

COVID-19 SAFETY OFFICER (Summer Courses)

- RESPONSIBLE TO:** Access and Skills Manager & Project Manager
- SUPPORTED BY:** Member Company Managers & Course Assistants
- WORKING DATES:** This is a project based appointment.
- Role 1:** Royal & Derngate Theatre & surrounding community spaces, Northampton
Monday 26th July – Saturday 4th September (Monday – Saturday)
- Role 2:** Rose Bruford College, Sidcup & Burntwood School, Earlsfield, London.
Monday 26th July – Saturday 21st August (Monday – Saturday)

The primary working hours to service this contract will be 09:00 – 17:00

There may be some additional hours as and when required to meet the needs of National Youth Theatre, however these will be kept to a minimum.

Main purpose of position

The National Youth Theatre is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people aged 11-25 from a diverse range of backgrounds and from around the UK every year. We inspire, nurture and showcase young creative people from Great Britain and Northern Ireland, creating an inclusive environment where we celebrate difference and give young people a voice. We commission brave and relevant new writing and reinterpret classic stories for our time, exploring issues that matter most to our young people from the climate crisis to Black Lives Matter. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses and deliver training in Creative Leadership, Inclusive Practice and Intersectionality. We produce ambitious theatrical productions in leading theatres across the UK and around the world, in community settings and on screen. More information on our programme may be found at www.nyt.org.uk and you can meet our young people and watch how we've helped young people stay creative and connected during the pandemic [here](#).

At the National Youth Theatre we want to create a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry and the wider world. Whatever your background or wherever you're from, we invite you to support our mission to be a creative force for good at a critical time for our industry, country and world.

As we gather young people this summer following all the challenges they have faced over the past year, this post is vital in supporting the safety and experience of all those who participate in our Junior and Senior Intake courses, which is the first step in the National Youth Theatre membership journey following auditions. For many this will be one of their first experiences with the company and for some it will be their first time away from home and this role will be key in helping create a safe environment where all can thrive.

Key responsibilities

Lead COVID-19 health and safety planning and practice in the workplace according to legal guidelines.

Ensure compliance with the COVID-19 risk assessment and policy at all times.

Evaluate practices, procedures and facilities to assess risk and adherence to company COVID Guidelines.

Order and distribute supplies (PPE, disinfectants, etc).

Establish plans to distribute and dispose of PPE throughout the course.

Post and maintain approved signage and awareness campaigns.

Draft plans for cleaning and sanitation schedules for all areas of the theatre and rehearsal venues.

Enforce the company COVID Safety policies and protocols in conjunction with course management team.

Manage supplies for cleaning and disinfecting.

Provide reports to the Project Manager regarding concerns, violations, and compliance.

Work closely with course management to ensure social distancing, density and PPE procedures are in line with company COVID Guidelines and Safety Plan.

Ensure required COVID Guideline and health compliance training briefings for all new employees and contractors are provided.

Research new trends, technology, and best practices in health and wellness in relation to Covid.

Book PCR test for participants and/or staff with symptoms.

Organise food packages for those in self-isolation.

Daily Tasks will include (but are not limited to):

Temperature checking as required and logging/recording of all data

Responsibility for Visitors: acting as the liaison for all visitors and provide information, guidance, and practical information to ensure Company COVID practice is maintained.

Venue cleaning and sanitising as scheduled and required.

Ensuring adequate ventilation in the rehearsal venues.

Collating of test daily test results and temperature checks for staff and confirmation of negative tests from each group.

Other administrative tasks and support for the courses as required and agreed with the team.

Information

Location: The role is based at the home of the National Youth Theatre on Holloway Road from Monday 26th – Thursday 29th July then at the course location for the remaining dates. (Accommodation can be provided for the duration of the course in the halls of residence for the Northampton Location)

Fee: The role is remunerated as follows:

- £100 per day
- This is a freelance contract and the successful applicant will be responsible for their own declaration of tax and National Insurance.

TOIL: This is a freelance contract and is not eligible for overtime or time off in lieu.

DBS: In keeping with our Safeguarding Policy, Employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate.

INTERVIEW: **Tuesday 6th July 2021.** This date is NYT's strong preference; however other dates may be able to be accommodated for exceptional candidates.

Person Specification

Essential Experience and Characteristics:

A commitment to the values of the National Youth Theatre and proven experience of how such values can be applied in this environment.

Previous pastoral experience & responsibility working with young people in a learning-based environment.

A strong understanding of and commitment to inclusion and diversity in all its forms and its relevance to the workplace.

A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning environment.

Excellent administrative skills with experience of Microsoft Office suite.

Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.

A can do, flexible attitude backed by relevant peer review or personal references.

Problem solving skills and the ability to think on your feet, even under pressure.

Desirable Experience and Characteristics:

Previous COVID-19 Safety Officer experience or training

First Aid Training