

## Stepping Up Coordinator and Facilitator

<b>RESPONSIBLE TO:</b>	Playing Up Manager and Associate Director
<b>RESPONSIBLE FOR:</b>	Stepping Up Course Assistant & Freelance team
<b>WORKING HOURS:</b>	This is a part-time freelance position from 7 <sup>th</sup> January 2020 – 21 <sup>st</sup> April 2020 (2 days per week leading to a fulltime 2 week rehearsal and sharing)

### Main purpose of position

The National Youth Theatre is a world-leading youth arts charity. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over 60 years. We inspire, nurture and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to audition and interview thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world. In 2019 we auditioned and interviewed at over 88 venues nationwide; we've produced work in the West End, in five towns and cities around the UK, at Edinburgh, Bradford and Latitude Festivals, with young people who identify as LGBTQ+ at Eltham Palace, at SEN school Highshore in Southwark and much more. Please [watch our 2018 showreel here](#).

Stepping Up is an OCNLR (Open College Network London Region) Level 2 accredited drama training programme, offering young people aged 19 - 25 who do not have a full Level 2 qualification (less than 5 GCSEs) an opportunity to gain this accreditation. In 2020 NYT will be offering two Level 2 Programmes, one of which will be a pilot, bespoke model developed specifically for young people with learning disabilities based in an SEN Secondary School in Southwark. The other will be delivered at NYT Headquarters and will be open to all young people who currently do not have a full level 2 qualification. This role will be required to work specifically on the Stepping Up at NYT Headquarters on the Holloway Road in Islington. Our offer is continually evolving to meet the needs of the broader sector and respond to strategic developments or opportunities as they arise. This fixed-term part-time post will play a key role in contributing to the expansion of the charity's work during a period of our ambitious growth.

Talent Development at the National Youth Theatre is led by Associate Director Anna Niland. . Playing Up/ Stepping Up is a core strand of work within [our inclusion work at NYT](#) and for many young people experiencing barriers to education, the arts and who experience challenging life circumstances Playing Up/ Stepping Up are often their first point of contact with the organisation and indeed within the arts and theatre sector. In 2017 NYT partnered with Diverse City to interrogate how we could improve our inclusion offer and truly embed access and inclusion within every area of the organisation. We have an ambitious action plan which we hope will enable positive change within the next 3 years.

## Key responsibilities

### Course Delivery and Pastoral Support:

- To coordinate the delivery of an OCNLR Level 2 Certificate for Progression in Theatre Arts for up to 16 learners.
- To tutor on up to three accredited units of the OCNLR Level 2 Certificate during the 10 week long course.
- To evaluate and make recommendations to the management team regarding the structure and outcomes of the Level 2 Course
- To support volunteers and students in their placements with Stepping UP.
- To direct and produce the Level 2 Final Sharing with up to 16 learners.
- To coordinate a pool of diverse NYT associate artists and freelancers for the delivery of the Stepping Up course.
- To work closely with the Stepping Up Assistant, offering feedback and mentorship through the course.
- To maintain and coordinate systems of assessment and feedback to students and the OCNLR and FE providers.
- To undertake internal moderation of the course assignments and course marking.
- To offer feedback and support to all the learners on the Stepping Up Course
- To provide considerate compassionate pastoral care to course participants in line with the appropriate guidelines provided by NYT. To provide pastoral support and signposting to students through a tutorial system and to support access and SEND needs of students liaising with FE, statutory and voluntary support services as required.
- To ensuring all Stepping Up freelance staff and young people comply with the NYT safeguarding, health and safety policies and all appropriate procedures designed for the safety of our young people and staff.

## General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events
- Take part in regular staff meetings, membership focus groups and associated professional development activity
- Undertake any other duties reasonably requested by senior team members as appropriate

## Information

Location: The role is based at NYT 443-445 Holloway Rd N7 6LW and a school in Lambeth or Islington

Salary: **£5,808** Broken down as - £2,880 – Coordinator role-24 admin days  
£2,928 – Teaching and Delivery

Training: The Stepping Up Coordinator will participate in the CPD opportunities offered by NYT and our FE and Accreditation partners to learn about safeguarding and quality assurance. The Stepping Up Coordinator will participate in our planned Diversity and Disability Awareness Training and other opportunities to extend skills and experience and to network with other organisations.

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.

## Person Specification

### Essential Experience and Characteristics:

- This is a part creative delivery role for which we require at least two years' equivalent experience in an arts, education, and/or participatory arts environment.
- Experience of coordinating arts educational courses or theatre productions
- A strong understanding of and commitment to diversity in all its forms
- A professional and personal commitment to and understanding of Equality of Opportunity
- An understanding and experience of the arts and creative sectors and the breadth of opportunities provided by the National Youth Theatre
- A professional commitment to inclusion and the delivery of arts or educational programmes to a broad range of participants and to removing barriers to participation that might otherwise exist
- Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes
- Experience of accreditation systems
- Current strategic understanding of opportunities, public policy and debates in education, arts and culture funding and provision
- Safeguarding training or the willingness to undertake a level 3 safeguarding course provided by NYT
- Strong administrative and organisational skills, excellent IT and digital media skills
- Experience of working in a pastoral role with young people from marginalised groups.
- The ability to work independently, to show initiative, respond proactively and juggle conflicting priorities in a busy working environment

### Desirable Experience and Characteristics:

- A passion for inclusion and a commitment to life changing opportunities for young people.
- Experience of an arts training and education programme in either an educational setting (School, College, University) or with an arts organisation or arts venue
- Recent disability awareness training or equivalent and commitment to continual personal growth
- SEND training / Makaton sign language awareness, though training will be given as required
- Understanding or experience of Level 3 and Level 2 accreditation
- Understanding or experience of the FE/ HE sectors
- Understanding or experience of outreach methods and an established network with voluntary and community organisations / applied theatre charities
- A can do attitude and ambitious spirit