

Stepping Up Manager

RESPONSIBLE TO:	Head of Accredited Programmes
RESPONSIBLE FOR:	Stepping Up Course Assistant/s & Freelance Team
WORKING HOURS:	This is a part-time (4 days a week) fixed term position for 11 months. Start of Mid-September 2022 – End of July 2023 (Monday – Thursday)
SALARY:	£30K – 32k (pro-rata). Salary will be dependent on experience.
LOCATION:	National Youth Theatre Headquarters, 443-445 Holloway Rd, London N7 6LW

About National Youth Theatre

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 around the UK every year. Established in 1956 as the world's first youth theatre, we have empowered hundreds of thousands of young people over 65 years.

We seek out, support and champion performers, theatre technicians and young creative leaders 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 engage thousands of young people in creative activities designed to help them learn new skills, find their voices and connect to a national creative community of people and opportunities. Our free creative leadership, safeguarding, intersectionality and inclusive practice training underpin our work with hundreds of creative freelance professionals each year.

We produce ambitious theatrical productions in local communities, on leading global stages and in unusual spaces across the UK and beyond. In recent years this has ranged from London Fashion Week and COP26 in the west end of Glasgow to libraries in Liverpool, an earth amphitheatre in Shropshire and theatres in the heart of London's West End. We empowering young diverse voices and foregrounds the issues that matter most to young people.

In the coming years work will include a major partnership with Leeds 2023, productions at leading theatres around the UK and in the West End, an expanding inclusive practice programme, new commissions and youth-led work in our Workshop Theatre, an ever-growing digital offer driven by the NYT Hub and new opportunities to collaborate with NYT Associate Companies and industry leaders.

More information on our programme may be found at www.nyt.org.uk. [Watch our work.](#)

Our Culture

At the National Youth Theatre we work 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.

Main purpose of position

Building on a highly successful pilot, Stepping Up is a new flagship programme expanding on our focused inclusion work at the National Youth Theatre, which currently includes our accredited [Playing Up](#) course, [outreach projects](#), and our [Inclusive Practice](#) work with d/Deaf, Disabled and Neurodiverse young people. This work is designed to put inclusion at the heart of our creative community and artistic work and actively remove barriers that might prevent young people participating in the arts.

This role will work within the Playing Up team with a focus specifically on the Stepping Up programme which is held at NYT's award-winning recently redeveloped Creative Production House on the Holloway Road in Islington, London.

Working with [The JGA Group](#), through Stepping Up we aim to reach and engage unemployed young people aged 16 – 25 offering them the opportunity to gain a Level 2 Certificate in Progression through [OCN London accreditation](#) in the areas of Theatre Arts and Inclusive Facilitation.

Over 13 months we will be offering two part time Level 2 accredited Programmes. These pilots will offer two pathway strands to unemployed young people.

- The first will be specifically for young people aged 16-25 without level 2 qualifications and those who are learning disabled or neurodiverse.
- The second strand will be for young people aged 19 - 25 years old who have an interest in developing their leadership skills, specifically in the area of applied theatre practice or with a specialism in inclusive practice.

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 ambitious growth. Playing Up, and its new sister programme Stepping Up, is a core strand of work within our targeted inclusion work at NYT and for many young people experiencing barriers to education, the arts and who experience challenging life circumstances Playing Up or Stepping Up are often their first point of contact with the organisation and indeed within the arts and theatre sector.

Key responsibilities

The Stepping Up Manager and Creative Facilitator will be responsible for leading on the recruitment, training, management and on-going support of the Stepping Up participants through each course and monitoring their progression beyond the course, as well as tutoring on the accredited programme. The Project Manager will also be responsible for relationship management with the JGA group and referral organisations, supporting the NYT Development team in reporting on the project to our main funders, and evaluating NYT activity. The Manager will help introduce the work of NYT to referral partners, applicants and all participants signposting to future progression opportunities within the company.

Course Delivery and Pastoral Support:

- To coordinate the delivery of an OCNL Level 2 Certificate in Progression s for up to 25 learners
- To tutor on some of the accredited units for Stepping Up.
- To co-tutor on some of the accredited units of each Stepping Up 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 devise with participants, direct and produce the Level 2 final sharings with up to 25 learners.
- To support and develop our monitoring over time of the progression of our Learners on to other opportunities within NYT's Programmes or elsewhere across the sector.
- To coordinate a pool of diverse NYT associate artists, creatives and freelancers to support the delivery of the Stepping Up programme.
- To work closely with the Stepping Up Assistant/s, offering feedback and mentorship through the course.
- To maintain and coordinate systems of enrolment, assessment and feedback to students.
- To undertake internal moderation of the course assignments and course marking.
- To liaise and co-ordinate with OCN London on all aspects of required accreditation paperwork, monitoring and quality assurance.
- To liaise and co-ordinate with our education partner, JGA Group, on all aspects of required enrolment paperwork, monitoring and quality assurance.
- 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 needs of students liaising with FE, statutory and voluntary support services as required.
- To undertake all monitoring, evaluation and reporting activity in relation to Stepping Up in support of NYT's growing programme portfolio.
- To ensure all Stepping Up freelance staff, creative associates 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.
- To support the promotion, advocacy, recruitment and awareness of this pioneering programme with future creative partners, funders and advocates and offer early advice to potential future participants, supporters and applicants and to work to ensure the programme is sustainable.
- To manage, timetable and deliver Emerge, an uncredited employability programme for up to 30 learners. This will act as a recruitment feeder for Stepping Up.
- To evaluate and make recommendations to Senior Management team regarding the structure and outcomes of Emerge.

General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events and advocate for the work of NYT in all appropriate forums.
- Take part in regular staff meetings, membership focus groups and associated professional development activity.
- Undertake any other duties reasonably requested across Playing Up as appropriate.
- Undertake any other duties reasonably requested by senior team members as appropriate.

Information

Training: The Stepping Up Manager and Creative Facilitator will participate in the CPD opportunities offered by NYT and mandatory training in safeguarding, equality and intersectionality. They will also participate in Inclusive Practice Training and other opportunities to extend skills and experience and to network with other organisations. Mental Health First Aid Training will be a requirement.

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.

Volunteering: NYT offers all staff a voluntary 4 days of Paid Leave annually in order to volunteer within a charity or organisation. This is intended to directly enhance our collective and individual awareness and understanding of equality, equity, inclusion and diversity and to directly or indirectly inform our broader work.

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.

Staff Support: All NYT Employees have access to a confidential staff support and counselling service operated by Health Assured.

Person Specification

Essential Experience and Characteristics:

- This is a part time Creative delivery role for which we require at least two years' equivalent facilitation, teaching or training experience in an arts, education, and/or participatory arts environment.
- This is a part time Management role for which we require at least two years' equivalent of Management or Co-ordination experience in an arts, education, courses, theatre productions and/or participatory arts environment.
- Experience of line management.
- Experience of working in a pastoral role with young people from marginalised groups.
- An understanding and experience of the arts and creative sectors.
- A strong understanding of and commitment to diversity, equality, equity and inclusion.
- 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.
- A particular interest in working with disabled and/or neurodiverse and non-disabled young people.
- Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.
- Strong administrative and organisational skills, excellent IT and digital media skills.
- Experience of evaluation, monitoring and reporting to funders.
- Experience of accreditation systems and frameworks.
- The ability to work independently, to show initiative, respond proactively and juggle conflicting priorities in a busy working environment.
- Safeguarding training or the willingness to undertake a level 3 safeguarding course provided by NYT.

Desirable Experience and Characteristics:

- Level 4 or above qualification.
- 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.
- Current strategic understanding of opportunities, public policy and debates in education, arts and culture funding and provision.
- An understanding and experience of the breadth of opportunities provided by the National Youth Theatre.