

Toonspeak Progression Associate

We are recruiting for a brand new role - **Progression Associate**. This role will work with the Programme Team to develop and implement a strategy offering mentorships and creative development opportunities to Toonspeak participants from S4 to age 24.

This is a 12 month **pilot project** that we hope will develop in the future. As well as supporting participants, the successful candidate will work with the Programme Manager to develop a long term strategy of progression for the organisation.

Given the current COVID-19 restrictions, we would see this role being delivered digitally initially and as government restrictions are lifted, on a face to face and digital basis.

As well as experience in high quality theatre projects, we actively seek applications from artists with an understanding of, and background in, community projects.

Toonspeak is a Youth Theatre and Arts organisation based in Glasgow on a mission to transform lives through creativity. We work with children and young people aged 0-25 in some of Scotland's most deprived communities, providing a platform of work that builds confidence, fuels aspiration, develops skills and overcomes barriers. Our activities are focused on theatre and performance but include music, dance, writing, technical and production arts. All activities are provided at zero cost, with free transport and food provided where needed in order to meet our commitment to absolute equality of access.

Working in areas of multiple deprivation, and supporting young people who face additional challenges, the aim of our activities is to enable young people to realise their potential, and become leaders and contributing members of their communities.

Purpose : To be responsible for supporting the development of a programme of progression opportunities and support for young people consisting of creative work experience, careers coaching and personal development.

Role Description

The **key aims** of this role are:

- Work collaboratively with the young people to develop their skills and their artistic work;
- Seek out opportunities for further progression for Toonspeak participants;
- Offer Mentoring and Coaching or identify specialist artists to undertake this duty;
- Monitor and Evaluate individual progress through Individual Development and Learning Plans using observation checklists, surveys and our internal registration system UpShot (full training will be provided);
- Support completion of Arts Awards;

- Develop a long term strategy in collaboration with the Programme Manager.

Duties include (but are not limited to);

- Facilitate weekly development sessions;
- Work with Artists and assistants who are delivering Toonspeak programmed activities to establish and create pathways for individual young people;
- Work with young people and to incorporate their ideas into workshop planning and to give opportunities for young people to share leadership roles;
- Be responsible for the completion of participant information forms and monitoring information and to ensure it remains confidential;
- Organise Theatre trips, pre and post show discussions and workshop opportunities;
- Develop partnerships with other cultural and creative organisations and seek out opportunities for young people to participate in creative work placements;
- Provide careers mentoring and coaching to young people interested in working in the creative sectors;
- Identify and coordinate the contributions of specialist artists when required.

All staff are expected to :

- Arrive no later than 15 minutes before each workshop or session is due to start and be prepared to stay 15 minutes after the completion of the workshop or session;
- Adhere to Toonspeak Young People's Theatre Child Protection Policy ;
- Adhere to Toonspeak Digital Safeguarding Policy;
- Adhere to all Health & Safety legislation in the site specific venues and in Toonspeak's Health & Safety Policy which can be found in the company handbook;
- To be aware and compliant with fire evacuation procedures in all venues you work in.

Person Specification

Essential

- A passion for and commitment to working with young people;
- Experience of working in a theatre setting with young people;
- Wide network of contacts within the Scottish Creative Sector;
- Proven track record/expertise in the Creative Industries;
- Proven track record of developing skills, knowledge and creative pathways of young people;
- Strong research skills, with the ability to identify opportunities;
- Ability to provide detailed reports;
- A clear understanding of, and varied experience of, evaluation techniques and reporting;
- Highly organised;
- Ability to lead a small team;
- Ability to work to specified targets;
- Punctual;
- Effective written and verbal communication with good presentation skills;
- A team player, able to collaborate across organisational boundaries;
- A knowledge of drama and theatre workshop techniques;
- Ability to structure and prioritise own workload;
- Ability to communicate clearly and sensitively with a wide range of people, including venue staff;

- Experience of dealing with challenging behaviour;
- Ability to work flexible hours;
- Theatre or Drama related qualification .

Desirable

- Experience of working in a community setting;
- Basic understanding of theatre technical and production arts;
- Basic understanding of producing theatre;
- A varied history of watching theatre performance, both live and digital;
- Driving Licence.

Terms & Conditions

Responsible to : Programme Manager

Responsible For : Whilst there is no direct staff management required, the post-holder will be expected to liaise directly with Toonspeak participants (and potentially their families); Artists from varying artistic disciplines; and the core Toonspeak staff team.

Position : This is a freelance, part-time temporary post.

Fee : £7200 fixed fee for 336 hours of work.

Hours of Work The delivery of these hours will be flexible and may include evening or weekend work.

How To apply, please send the following information to info@toonspeak.co.uk

(i) a personal statement outlining your experience of, and passion for, inspiring young people using theatre as a catalyst. (This should be no more than one page of A4)

(ii) Your Curriculum Vitae - this should include two referees who we can quickly contact to discuss your suitability for the role. Your referees should cover (i) your suitability for working with young people (ii) your experience working in a professional theatre / arts environment

Deadlines:

Application submitted by Midnight of Wednesday 6 January 2021

Interview Date: A slot will be offered on Wednesday 13 or Thursday 14 January. (Please note that interviews will take place over Zoom.) We will let you know by close of play on Friday 8 if we are calling you to interview.

We propose to begin the contract as soon as is feasible after appointment.