

YOUNG PECKHAM COORDINATOR JOB DESCRIPTION THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



Our Vision: to build a genuinely representative and inclusive society where *everyone* can participate in, lead, work in, and enjoy creativity and culture.

Background information: Theatre Peckham is an award-winning cultural venue for artistic excellence and social change. Through the power of theatre, we illuminate young voices, provide skills and opportunities, and platform excellent creatives who are locally focused with a national and international vision. At our South London home, we commit to producing new writing and performance focusing on young, culturally diverse talent.

We are a two time OFFIE Award Winning Theatre including 2022 Special Recognition Award for our exceptional work; platforming cutting edge productions that push the boundaries of form, use exciting ways to retell existing or imagine new stories, and engage with hyper-local audiences. We host a range of projects in collaboration with partners (including Trinity Laban, CTC Dance Company, Young and Talented, Mountview) to platform high quality productions, developing artists, engage new audiences.

Theatre Peckham is regarded as a key player in the local arts and education landscape, we deliver local and national priorities with our key strength of quality engagement with young people, enabling them to find their voice in the world and in the arts industry.

Embedded across all the work that we do is our commitment to building a healthy, representative, and equitable sector.

This is a pivotal time to join Theatre Peckham's young, dynamic team who work in a non-hierarchical, collaborative way and are an important driving force of change within the industry.

JOB DESCRIPTION: YOUNG PECKHAM COORDINATOR

Reports to:	Associate Director
Key working relationship:	Creative Producer, Projects Producer & Artistic Director
Salary:	£22,500 pro rata
Hours:	21 hours per week (excluding unpaid breaks)
Holiday Entitlement:	20 days plus public holidays pro rata

PURPOSE OF THE ROLE

Support the Associate Director with coordinating Theatre Peckham's Young Peckham programme. You will provide pastoral support to young people ages 17-25 throughout their time at Theatre Peckham to enable them to attend and identify the best pathways for their personal ambitions within the artistic sector. You will work with Theatre Peckham's class tutors and participants to ensure artistic content is relevant, engaging and stretches the potential of participants.

KEY RESPONSIBILITIES

Administration

- Manage the schedule for Originate
- Contact guest practitioners delivering sessions, as informed by the Lead Facilitator
- Collate required information for facilitators contracts
- Ensure all budgets are maintained
- Ensure all monitoring record are kept up to date and session evaluations are collated and stored
- Meet with the Lead Facilitator 30 minutes in advance of each session commencing to be best placed to support their delivery, whether in-person or online
- Logistically supporting the delivery of sessions either in-person or online as required by the Lead Facilitator
- Meet with the Lead Facilitator at the end of each session to write end-of-session reports, collating these in the specific project folder
- Support with productions or events related to the projects as required
- Work with the Marketing team to recruit participants for projects
- Ensure all facilitators are DBS checked
- Research and plan Young Peckham's workshop offer
- Research and identify available funding for Young Peckham programmes

Participant Communication

- Be the first point of contact for all project participants by email and WhatsApp using the Company's mobile phone, informing the Lead Facilitator of any absences, late arrivals, and any other notable information
- Register participants in each session, keeping track of numbers week-by-week and manage retention
- Ensure all projects have the required materials

- Administer for mentors/directors of the programme and support the selection of mentees through a fair selection process

Pastoral Care

- Manage and update a confidential database of participants' personal information
- Attend sessions to ensure best practice
- Ensure all session plans have been approved and stored in the relevant project folder
- Assist the lead facilitator as required
- Regularly check in with the participants to gather feedback to ensure the smooth running of each project and participant wellbeing
- Have strong knowledge of all Theatre Peckham's youth participation programmes to identify the most appropriate pathways for young people to follow to enable their talents to be fully realised and their personal goals achieved

Relationship Development

- To monitor and develop existing relationships with facilitators
- To be the point of contact for collaborative organisations within the participation projects, including:
 - RADA
 - Guildhall School of Music and Drama
 - Young and Talented
 - South London Gallery
- To build new relationships with future partnership organisations
- To plan and deliver monthly young trustee meetings

Other duties

- Sharing creative ideas on new artistic projects
- Undergo any training as required
- Feedback on projects at monthly Artistic team meetings
- Support on artistic projects as required by the Associate Director. Duties may include but are not exclusive to: coordinating guest lists, food service arrangements, menu planning, decorative and table set up, creating name tags etc.
- Be a proactive member of the Theatre Peckham team

There is a probationary period of three months.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.



Terms:

Work address: Theatre Peckham, 221 Havil Street, London SE5 7SB

This post is for a fixed term of 5 months from 4th July 2022 to 4th December 2022

Normal office hours are 10am to 6pm, between Monday and Friday. Due to the nature of this role you will work outside of these in line with the company's needs.

The annual paid holiday entitlement is 20 days plus public holidays pro rata. There is a probationary period of three months.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Have or update their certification in First Aid, Fire Marshal, Personal Licence?.

Theatre Peckham is a family friendly employer and can consider flexible working hours to suit the successful candidate.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment Theatre Peckham are particularly interested in receiving applicants who are between the ages of 18-28 from the global majority.

How to Apply:

If you would like to apply for the post please download the application form and the equality monitoring form from our website and send via email.

Please address the letter to Marissa McKinnon, Company Administrator: admin@theatrepeckham.co.uk

Closing date: Tuesday 28th June at 5pm

Interviews: Thursday 30th June

Please note that only applications submitted on Theatre Peckham's Application Form will be considered.

We do not accept CVs.

Theatre Peckham welcomes and encourages applications from everyone regardless of their age, gender identity, ethnicity, religion or belief, sexual orientation, disability or nationality.

We look forward to receiving your application.

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Marissa McKinnon on admin@theatrepeckham.co.uk / 0207 708 5401

APPLICATION PACK

There are 3 documents that you need (1) Job description (2) Application Form (3) Equal opportunities monitoring form. They are all available to download on the Theatre Peckham website. If you cannot obtain copies please contact us for support. The purpose and key tasks and responsibilities of the position are set out in the job description. It is important to read all the information carefully before completing the application form.

COMPLETING THE APPLICATION FORM

General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.
- Please return via e-mail.

Working through the form

- Ensure that you clearly state the full job title on your application form.
- If you are applying for a job share please state this on the application form. Each individual will need to complete a separate application form.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Theatre Peckham and ensure that it reaches us before the closing date. Late applications will not be considered. If you are having problems returning your form, please get in touch.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

We aim to let everyone know within two weeks of the closing deadline whether they have been shortlisted for an interview. Due to the high volume of applications expected we are unable to give individual feedback at this stage.

If you are shortlisted, we will normally contact you by email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job. In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Theatre Peckham are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Theatre Peckham's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.