

LEEDS
PLAY
HOUSE



Photography by Anthony Robling

WE'RE RECRUITING

Creative Support Worker Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7232 or recruitment@leedsplayhouse.org.uk



Who are we?

At Leeds Playhouse we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories; to experience world class theatre that is pioneering and relevant and to develop strong relationships.



Photography by Nick Singleton

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, and people are at the heart of everything we do.

Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online. Alongside this our sector-leading Creative Engagement team works with around 12,000 people aged 0 – 95 every year, using theatre to open up possibilities, and our Artistic Development programme Furnace nurtures and supports hundreds of locally rooted artists across all career stages.

Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to initiate Relaxed and Dementia Friendly performances and become a Theatre of Sanctuary for refugees and people seeking asylum. A key aim of our award-winning £16m redevelopment of our building was to make our theatre much more accessible.

And whilst we're incredibly serious about what we do, we provide a relatively informal, plus warm and friendly environment.



“The Playhouse’s connection with Leeds, a city so rich in creativity and diversity, is inspiring. Its ethos of inclusivity and community means it is home to such incredible and vibrant storytelling. It’s a collaborative and innovative space and community to be part of.”

Rozina Breen, Chair of the Leeds Playhouse Board and Head of North, BBC England

This short film will help you understand what we’re all about:

youtu.be/AT98G3fWhvQ

Or check out our Twitter account @LeedsPlayhouse and mission and vision at leedsplayhouse.org.uk/about-us/who-we-are/



Photography by David Lindsay

Who we're looking for

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply. Together we're working on a Plan for Change to ensure our Playhouse is an anti-racist organisation that is welcoming to everyone.

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views, in particular, ensuring that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.

What is the role?

Leeds Playhouse was set up by and belongs to the people of Leeds and the city region. We believe that theatre has the power to change lives. This is why Creative Engagement is a fundamental part of who we are.

We are looking for a creative, compassionate individual who loves meeting and supporting individuals from all backgrounds. You will work collaboratively within the nationally recognised, award-winning Creative Engagement team (National Dementia Care Awards 2018, nominee Best Age Friendly Outreach 2021 Fantastic for Families Awards, listing in Stage100 2021 for Playhouse Connect) plus wider Playhouse staff, stakeholders and partner organisations, to deliver inspiring, engaging and impactful creative activities that use theatre to open up possibilities for people. Through your care, creativity and knowledge of theatre-based projects, you'll share all of the great things that a large producing theatre in a diverse city can offer.

No day at Leeds Playhouse is the same: we work with thousands of people every year – from single one-off interactions to year-round programmes. From supporting on well-established programmes, running group activities, visiting people in their communities, to removing barriers to access and amplifying underrepresented voices, we're looking for a team member who will work brilliantly together and will have the vision and passion to make the Playhouse a place for everyone and creative activities immediately accessible wherever you are, whatever your experience.

Creative Support Worker

We are recruiting for a compassionate and supportive person to join us in the role of Creative Support Worker across our activity.

- Youth Theatre – weekly sessions for young people aged 5 – 25

You will be responsible for supporting participants to experience creative opportunities and holistic person-centred support, using creative arts as a tool to express, develop skills and support positive wellbeing.

You will be working in collaboration with artists, youth, community and care workers and partnership organisations.

Our Creative Support Workers help ensure our participants can access the support they need whilst taking part in fun and creative activities that will give them a platform to express themselves.

This is a fixed post is fixed term until July 2023.

Main duties and responsibilities

This job will include:

- Supporting project participants to create a safe space, encouraging participation and communication.
- Listening to, and acting on where appropriate, the opinions and ambitions of participants, seeking to ensure the participants' own views are heard in all matters concerning them.
- Attending planning meetings and training as required.
- Working with the project team to ensure the activity is accessible and considered to individual needs and learning.
- Working to Leeds Playhouse's methods and best practice with regards to supporting individual participants, e.g. Restorative practice, person-centred approaches.

- Developing relationships with participants based on trust and respect.
- Establishing boundaries, creating group agreements when appropriate, on projects and implementing agreed processes around inappropriate and/or oppressive behaviour.
- Assisting project team with set up, briefing, pack up, and debriefing after each session.
- Ensuring relevant information relating to safeguarding, participant experience and activity is passed onto the Project Manager.
- Creating appropriate relationships with families, guardians, supporters of participants.
- Speaking up to make the participants' experience at every project stage from planning to delivery and evaluation, is the best it can be.
- Implementing individual support plans and strategies as needed by participants.
- Seeking out sign posting support and opportunities for participants - with help from the Project Manager.

General responsibilities

- Supporting the Creative Engagement team in the delivery of our key strategic objectives.
- Contributing to Leeds Playhouse's Plan for Change and intentions to become an anti-racist organisation.
- Responding appropriately to any Safeguarding issues, ensuring that the Playhouse's Safeguarding policy is rigorously adhered to.
- Adhering to and implementing the guidelines, procedures and policies for the company as detailed in the staff policies.
- Working with all other departments to ensure that the people of Leeds have access to the processes and resources Leeds Playhouse has to offer.
- Contributing to wider Playhouse initiatives such as Access & Inclusion group and efforts to improve our environmental sustainability.
- Playing a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Being aware of, and complying with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse .
- Undertaking any other duties reasonably required.

Any other duties

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonable duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be asked to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

What skills and experience will I need to do the job?

1. We first and foremost want a **caring, supportive, organised individual - who knows how to work in a person-centred and safeguard vulnerable people.**
2. The fundamental purpose of the role is to support the participants during creative activity, with some external support required as needed. On a weekly basis you will be getting to know and understand participants, being aware of their needs in session and ensuring artist/ relevant staff are aware of those needs. Therefore, you will need **excellent interpersonal skills with an ability and understanding of building, maintaining and developing appropriate, trusting relationships with participants.**
3. You will need an **easy and confident manner.** It will be important for you to be able to build **strong and trusting relationships with participants and their supporters/families very quickly.**
4. As you will become familiar with the people engaged in the programme, you will need to be **open to applying the very best safeguarding** practice (training will be available) including recording and monitoring in line with Leeds Playhouse's Safeguarding Policy.
5. We need compassionate support workers who can actively listen and advocate for participants' best interests and engagement. **A person-centred approach** to your work will be critical. As will a **willingness to try something new and support others to have new experiences.**
6. You may have **experience of working or volunteering with one of the following:**
 - a. Young people with learning disabilities
 - b. Young people outside of formal education settings
 - c. Refugees and people seeking asylum

OTHER ESSENTIAL

- An understanding of the barriers and factors that affect people's lives and participation.
- Ability to treat participants' concerns with respect, being aware of the limits that are required by confidentiality and the boundaries in support worker relationship.
- A positive, flexible and energetic attitude to delivering the programme.
- A passion for supporting people holistically and interest in, experience or knowledge of the benefits of creative arts.
- Commitment to ensure equity of representation in all the Creative Engagement work.

DESIRABLE

- Knowledge and commitment to anti-oppressive practice.
- Relevant qualification and or training in; Youth Work, Community Work, Health and Social Care, Social Work, Child Development, Advocacy, Social Justice.
- Restorative Practice training and/or experience.
- First Aid training.
- Experience of supporting participants in creative arts projects.
- Ability to speak a language in addition to English (basic level is fine) – preferably one of the top 10 languages spoken in Leeds: Polish, Urdu, Panjabi, Arabic, Chinese, Bengali, Kurdish, French and Persian/Farsi or BSL.
- JNC recognised Youth Work Qualification.

Key relationships

The **Creative Support Worker** is part of the **Creative Engagement** department, and will work closely with other creative supporters and Creative Engagement Team.

MANAGER

YOUTH THEATRE DIRECTOR

INTERNAL

- Young Peoples Officer
- Creative Engagement Department
- Other Support Workers
- Front of house catering teams

EXTERNAL

- Families, guardians, and supporters of participants.
- Other professionals who support participants.
- Organisations in the Leeds City Region who are part of; community arts, youth work, learning disability, care, and refugee sectors of work.

Access

We are members of the Disability Confident scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in this process.

If you would like to submit an application in another format we would be happy to support you and accommodate this. Please contact the HR & Learning team on chris.coates@leedsplayhouse.org.uk to discuss a suitable alternative.

Safeguarding

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Because your role includes checking other people's DBS documentation, you will be required to apply for an enhanced DBS check.

Terms & Conditions

Period of work

This is a fixed term contract for 43 weeks (until July 2023), subject to successful completion of a probationary period of 4 weeks.

Start Date

W/C 19th September. The Youth Theatre Term will begin the following week W/C 26th September.

Pay

Pay is £7840.62 for the contract. This is equivalent to £10.13 per hour or £182.34 per week.

Hours

Part time. 18 hours per week, consisting of 16 hours of planning and delivery, plus 2 hours for departmental meetings. These hours will include evening and weekend work.

Some of the delivery hours are not currently set. The role holder would need to be available for the sessions relevant to the role:

PROJECT	DAY(S)	TIMES
YOUTH THEATRE	Wednesdays	5PM – 9PM
	Thursdays	5PM – 9PM
	TBC Fridays	2.30PM – 6.30PM
	Saturdays	10.30AM – 4.30PM

Holidays

Four weeks holiday entitlement plus bank holidays (pro-rated for hours and length of service).

Probation period

4 weeks

Notice period

4 weeks

Location of work

Your main place of work will be Leeds Playhouse and at Playhouse 2 (which is about 5 minutes' walk from the main building). You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

As part of our commitment to flexible working, we may permit or require you to work from home (or from outside our buildings) on occasion.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Satisfactory enhanced DBS check

Other benefits

- Contributory staff pension

Non-contractual benefits

- Free-to-use employee assistance service, and independent financial advice service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets

Application Process

Application Deadline **17th August 5PM**

Due to the time of year it will be a few weeks before you hear back about your written application. However we will get back to everyone who applies.

Interviews will take place on the **9th September**.

Find out more

Please contact **Eleanor Manners**, Youth Theatre Director initially by email to eleanor.manners@leedsplayhouse.org.uk using the subject line “YT - Creative Support Worker” for your email.