



@ diytheatre@gmail.com
0161 212 4984
www.diytheatre.org.uk

DIY Theatre Company
The Angel Centre
1 St. Philips Place
Chapel Street
Salford M3 6FA

Leading Edge Project Coordinator

DIY Theatre Company is seeking an organised, efficient project coordinator with a commitment to increasing opportunities for people with learning disabilities within the creative sector.

The successful candidate will project manage our exciting new **Leading Edge** Programme, funded by the National Lottery Community Fund. They will liaise with a range of stakeholders in the cultural and education sectors and enable disabled leaders to access meaningful volunteering and supported employment opportunities in schools, community settings and cultural organisations.

They will play a key role in developing a Community Engagement team, within which DIY leaders will be paid for their leadership work.

Contract: Part-time, Freelance. Fixed Term April 2023 – April 2024 (funding available to July 2025). The probationary period will be 3 months.

Fees: £190 per day for a maximum of 80 days per annum (equivalent to 2 days per week for 40 weeks excluding company holidays which mirror school holidays). Total fee available £15,200 for 12 months. (N.B. the post holder will be responsible for their own tax and NI contributions and Public Liability Insurance.)

Background to the Company:

DIY Theatre Company is an established theatre company of artists and leaders with lived experience of learning disability. We have been creating entertaining, accessible and thought-provoking theatre and education work since 1994.

We recently became an Arts Council England National Portfolio Organisation, so the successful candidate will join us at an exciting time in the company's development.

Our vision is for a world where performers and arts leaders with lived experience of learning disability are valued as part of the rich diversity of our cultural sector and our society.

We aim to:

- Challenge preconceptions and barriers experienced by people with learning disabilities through high quality performance, education projects and research.
- Celebrate diversity and creativity in all areas of our work.
- Promote the achievements of performers and theatre-makers with learning disabilities and share good practice

For more information about the company please visit our website at:
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Background to Leading Edge:

Leading Edge is DIY's ambitious Community Engagement and Employability initiative for leaders with lived experience of Learning Disability. It started in September 2022 with a period of research and development, and will run for 3 years.

As a member-led company, lived experience is at the core of our ethos. DIY Leaders are people who use their lived experience of learning disability to shape and co-lead creative projects that directly benefit others.

The **Leading Edge** Coordinator will work closely with DIY's *Gamechangers* Coordinator who leads on DIY's Creative Leadership Training Programme. At *Gamechangers* sessions, each Friday, DIY Leaders explore their own unique leadership identities and how people lead in different ways. They learn about such areas as co-facilitation and co-creation, safeguarding, emergency first aid and British Sign Language.

The **Leading Edge** Coordinator will proactively support DIY Leaders with Lived Experience to access volunteering and supported employment opportunities in lots of different settings. For example:

- running drama workshops with children and young people with learning disabilities in local schools
- working with adults with learning disabilities to develop creative community projects
- training professionals like teachers, arts practitioners, doctors and other health professionals to make their practice more inclusive and accessible.



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Leading Edge Project Coordinator specific Responsibilities

This role is all about working collaboratively with others; other DIY staff members, members and partner organisations. The coordinator will work with DIY's Creative Director, Gamechangers Coordinator & the wider DIY team to:

- Enable DIY leaders to access volunteering & supported employment opportunities with a range of community partners; responding to enquiries as well as proactively seeking out new partners.
- Organise regular weekly Leading Edge Sessions (Mondays) to plan upcoming outreach work and identify tasks to be undertaken.
- Deal with the practicalities of working with external partners including health and safety risk assessments, personal care and transport.
- Recruit, train and supervise mentors working on the programme
- Work closely with DIY's Finance Officer, DIY leaders and their families to ensure leaders are supported to understand and navigate the benefits system if interested in paid employment.
- Build positive relationships and collaborations with external partners (e.g. schools & cultural organisations)
- Create and agree Service Level Agreements with partners where appropriate
- Provide data on participation and feedback from partners to the DIY Board.
- Monitor and evaluate all aspects of the Leading Edge programme.
- Provide the administrative service to the Leading Edge programme
- Contribute to Marketing and Communications for the programme (e.g. provide content for Social Media, newsletters etc.).
- Establish a Leading Edge Community Engagement Team of leaders paid for their work.



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- Undertake any other duties (within reason and as appropriate to the role) as directed.

Whole Organisation Responsibilities

- To comply and assist with the development of policies and procedures relating to vulnerable adults and child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To contribute to the development and implementation of the overall ethos, work and aims of the organisation
- To participate in supervision, staff meetings, training and other learning activities and performance development as required

Person Specification

We are looking for an individual ideally with:

- A strong commitment to equality and diversity (application form and interview)
- Experience of, and commitment to, working with people with lived experience of learning disability (application form and interview)
- Experience of supporting people into employment or volunteering (application form)
- Understanding of issues and processes surrounding benefits and how these impact on disabled people (application form)
- Ability to communicate effectively with a wide range of people (interview)
- Experience of developing positive partnerships with a range of organisations (application form and interview)
- Ability to work both collaboratively and on their own initiative (application form and interview)



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- Experience of managing projects including monitoring, evaluation, and report writing (application form and interview)
- Experience of managing project budgets (application form and interview)
- Experience of risk assessment in a variety of situations (application form)

Essential:

- Willingness to undertake an enhanced DBS process (interview)

Equal Opportunities

DIY Theatre Company strives to be an Equal Opportunities employer and we encourage applications from all sections of the community.

We particularly welcome applications from people who identify as D/deaf or disabled and from people of colour, as they are currently underrepresented in the arts.



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How to Apply:

Please send:

- An expression of interest – no longer than 3 sides of A4 - using 14 point text – that
 - 1) outlines how your skills and experience fulfil the person specification **and**
 - 2) offers brief examples of how you meet the person specification.
- **Please make sure that you address all the criteria in your application, as we will be following an Equal Opportunities process.**
- Your C.V., including the details of two relevant referees.

to DIY Theatre Company:

- By Post: DIY Theatre Company, The Angel Centre, 1 St Philips Place, Chapel Street, Salford M3 6FA
- Or by e-mail: diytheatre@gmail.com

Deadline for Applications: 10th March 2023

Interviews: 24th March 2023

If you would like more detailed information regarding this opportunity we will be holding an information session on Zoom during the week beginning 27th February.

Please contact us, if you would like to attend this Zoom information session or if you have any other questions, by e-mail:

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