



### Outreach Producer

This position leads LYT's work to engage vulnerable young people aged 8-21 in our programmes through coordinating a multi-pronged offer of targeted outreach projects, taster sessions, introductory projects and one-to-one support. Working alongside the Participation Manager, the post-holder will coordinate the recruitment and referral processes, co-deliver introductory and outreach projects. The post holder will also support participants' continued engagement and progression across LYT's programmes through one-to-one mentoring and pastoral care.

**Salary:** £26,000-27,000 per annum

**Reporting to:** Participation Manager

**Hours:** Full Time (35 hours per week)  
The nature of work in this field will sometimes necessitate unsociable hours. No overtime is payable, but Time Off in Lieu (TOIL) will be given, in agreement with a line manager.

**Holidays:** 20 days, plus bank holidays

**Terms:** Initially, this role is a fixed term contract for 1 year, with intention to extend dependent on funding. The role is subject to a 6-month probationary period.

As this post involves working with/contact with young people, any offer of employment will be confirmed following the company's procedures and policies with regards to obtaining references and enhanced disclosure status.

**Primary Work Location:** Currently working from home with delivery in Lewisham schools, partner organisations and rehearsal space in Catford.

Post-Covid, work will take place from LYT's office in Town Hall Chambers, Catford SE6 4RU.

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### Our Mission Statement

*All young people have a powerful voice and a right to be heard.*

Lewisham Youth Theatre (LYT) **nurtures** and **inspires** young people's voices through free participatory theatre activities, helping them to develop enduring and transferable skills that lead to increased **life chances** and **long term well-being**

We bring young people together from across the Lewisham community to create outstanding theatre in an environment of high expectations and collaboration. We work from the core belief that artistic excellence is key to expanding young people's horizons and creating lasting transformation.

## **About Lewisham Youth Theatre**

LYT creates excellent and inclusive theatre as a tool to improving the long-term well-being and life chances of Lewisham young people aged 3-24, helping them build the skills, resilience and ambition to achieve their potential. Since 1987, we have provided inclusive drama, performance and technical theatre activities completely free of charge to young people from across Lewisham's diverse communities, working from the core belief that artistic excellence and an environment of high expectation is key to expanding young people's horizons and creating lasting transformation that will support them to achieve in any future environment. We do not audition and the majority of participants (minimum 70%) face significant disadvantage across a range of needs. Through individual progression mentoring and referrals from local services, we actively support those in need to engage, progress through our activities and move on to positive next steps in training and employment within a wide variety of fields. This level of support leads to high retention rates, with c.90% of users taking part in 3+ sessions and 85% completing their projects.

LYT's programmes are supported by a broad base of funders, including multi-year support from Lewisham Council, National Lottery Community Fund, BBC Children in Need, Mayor of London and William Wates Memorial Trust.

Since 2015, the quality of our programmes have been recognised by a Gold level London Youth quality mark, a quality assurance scheme accredited by City and Guilds.

## **OUR PARTICIPANTS**

Each year, LYT works with over 200 young people aged 8-24 in sustained projects and reaches another 400+ through one-off outreach sessions. We provide an integrated service that brings young people together from across Lewisham's diverse communities, targeting our outreach to recruit young people facing disadvantage across a range of needs. Over 70% of participants every year are identified as facing disadvantage, including:

- Poverty
- Mental Health needs, including those that don't yet meet thresholds for CAMHS care)
- Special needs, inc. physical/sensory disability, learning difficulty or autism spectrum disorder
- Family disruption, including Looked after children, Young Carers, those known to social services, and those suffering early bereavement
- Other needs that may require additional support to take part, including young refugees, asylum seekers and new arrivals, those with English as an additional language, and those facing educational disengagement.

Our [referral partners](#) include local primary and secondary schools, PRUs and special schools, Child & Adolescent Mental Health Services (CAMHS), Lewisham social care services, youth offending team and other social service programmes.

## **MORE INFORMATION ABOUT LYT**

Please refer to the [Publications Page](#) of our website for more information about our programmes and their impact, including our [2020 Annual Review](#) (video of live-streamed event led by our participants), [2017-2022 Strategic Plan](#) and [BIG Impact Report](#) – an independent evaluation into the long-term impact of our work.

## **OUTREACH PROGRAMME**

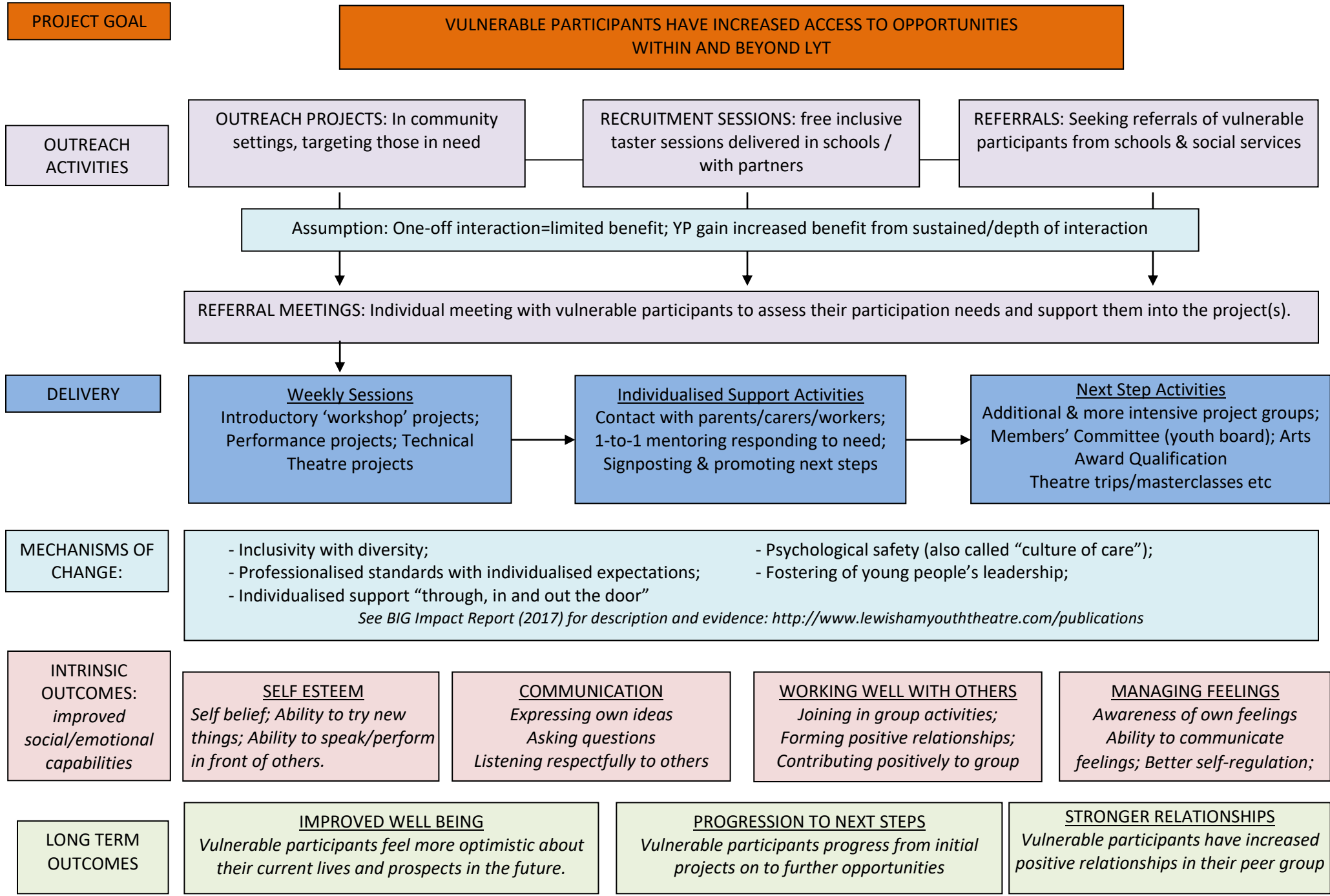
Our Outreach activities form a key part of our work to support vulnerable young people to access and engage in our programmes. (See Participant Journey flow chart below). Through a multi-prong offer of taster activities, targeted projects and individualised support, vulnerable participants are able to join and excel in an inclusive setting. We offer:

- Free taster sessions in schools and partner services with high levels of need and/or free school meal entitlement;
- Outreach projects with social service organisations, special schools and PRUs to support access for targeted groups;
- Referral system: offering dedicated spaces for referrals from schools and social service partners and for those who self-refer with disclosed needs;
- One-to-one support: meeting individually with referred young people to support project access, engagement and progression to positive next steps;
- Universal/Database outreach: Communicating with our database of c750 previous participants and c240 new enquiries to offer project opportunities.

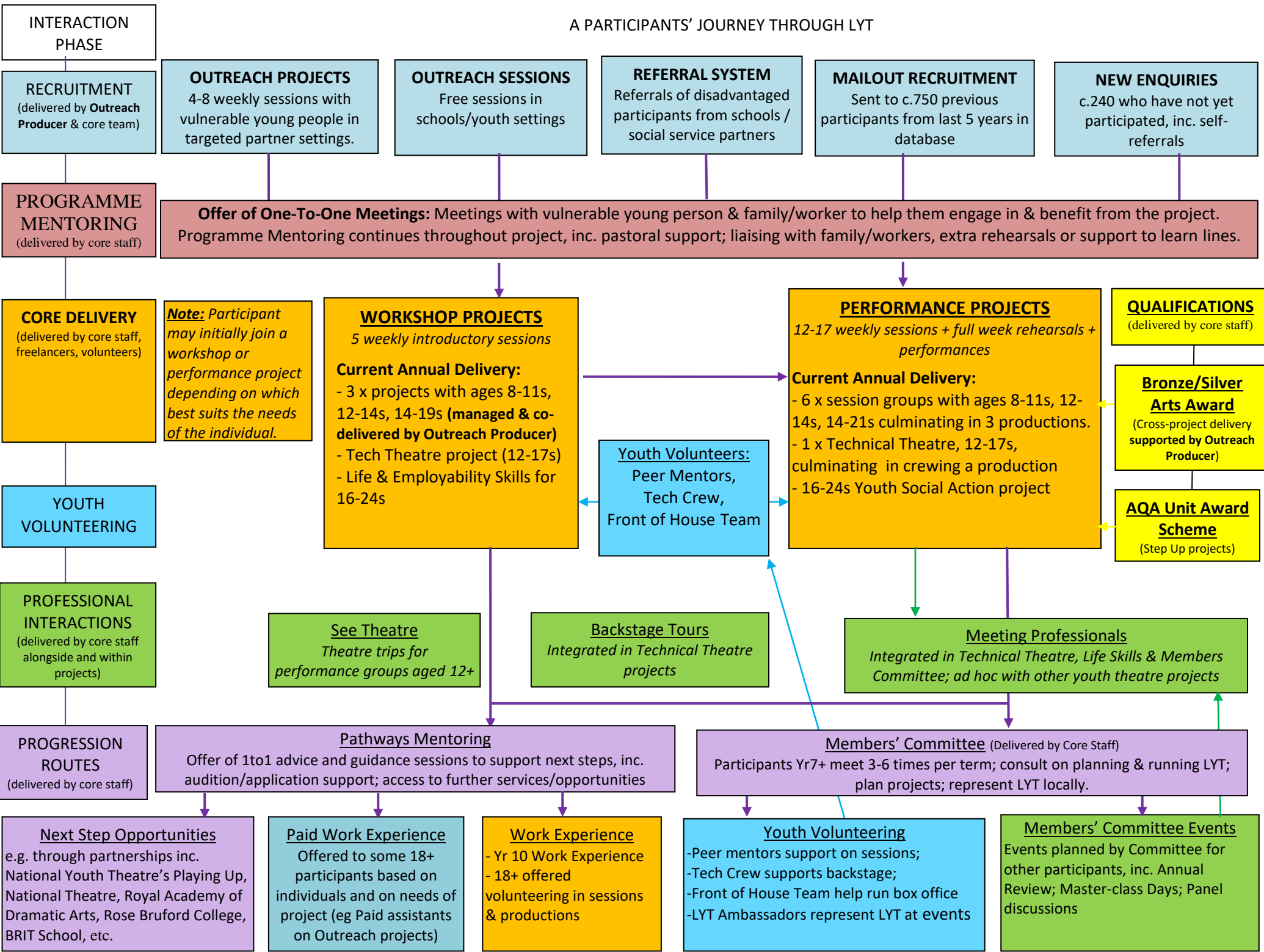
Introductory Projects: We offer each age group an introductory project consisting of 5-weekly workshops focusing on building drama knowledge, transferable social skills and introducing participants to the ethos of LYT. The introductory (also called 'Workshop') projects provide a key stepping stone for participants who may initially lack the skills, commitment or confidence to join a longer term and more intensive performance project.

## **THEORY OF CHANGE**

The Outreach Programme is supported by a certified Theory of Change and evaluation plan (Project Oracle, Standard 1). Throughout the project, the Outreach Producer will help to achieve the outcomes set out in the TOC.

**THEORY OF CHANGE: OUTREACH & SUPPORT PROJECT**


# A PARTICIPANTS' JOURNEY THROUGH LYT



## INTERACTION PHASE

**RECRUITMENT**  
(delivered by Outreach Producer & core team)

**OUTREACH PROJECTS**  
4-8 weekly sessions with vulnerable young people in targeted partner settings.

**OUTREACH SESSIONS**  
Free sessions in schools/youth settings

**REFERRAL SYSTEM**  
Referrals of disadvantaged participants from schools / social service partners

**MAILOUT RECRUITMENT**  
Sent to c.750 previous participants from last 5 years in database

**NEW ENQUIRIES**  
c.240 who have not yet participated, inc. self-referrals

## PROGRAMME MENTORING (delivered by core staff)

**Offer of One-To-One Meetings:** Meetings with vulnerable young person & family/worker to help them engage in & benefit from the project. Programme Mentoring continues throughout project, inc. pastoral support; liaising with family/workers, extra rehearsals or support to learn lines.

**CORE DELIVERY**  
(delivered by core staff, freelancers, volunteers)

*Note: Participant may initially join a workshop or performance project depending on which best suits the needs of the individual.*

**WORKSHOP PROJECTS**  
5 weekly introductory sessions  
**Current Annual Delivery:**  
- 3 x projects with ages 8-11s, 12-14s, 14-19s (managed & co-delivered by Outreach Producer)  
- Tech Theatre project (12-17s)  
- Life & Employability Skills for 16-24s

**Youth Volunteers:**  
Peer Mentors, Tech Crew, Front of House Team

**PERFORMANCE PROJECTS**  
12-17 weekly sessions + full week rehearsals + performances  
**Current Annual Delivery:**  
- 6 x session groups with ages 8-11s, 12-14s, 14-21s culminating in 3 productions.  
- 1 x Technical Theatre, 12-17s, culminating in crewing a production  
- 16-24s Youth Social Action project

**QUALIFICATIONS**  
(delivered by core staff)

**Bronze/Silver Arts Award**  
(Cross-project delivery supported by Outreach Producer)

**AQA Unit Award Scheme**  
(Step Up projects)

**YOUTH VOLUNTEERING**

**PROFESSIONAL INTERACTIONS**  
(delivered by core staff alongside and within projects)

**See Theatre**  
Theatre trips for performance groups aged 12+

**Backstage Tours**  
Integrated in Technical Theatre projects

**Meeting Professionals**  
Integrated in Technical Theatre, Life Skills & Members Committee; ad hoc with other youth theatre projects

## PROGRESSION ROUTES (delivered by core staff)

**Pathways Mentoring**  
Offer of 1to1 advice and guidance sessions to support next steps, inc. audition/application support; access to further services/opportunities

**Members' Committee** (Delivered by Core Staff)  
Participants Yr7+ meet 3-6 times per term; consult on planning & running LYT; plan projects; represent LYT locally.

**Next Step Opportunities**  
e.g. through partnerships inc. National Youth Theatre's Playing Up, National Theatre, Royal Academy of Dramatic Arts, Rose Bruford College, BRIT School, etc.

**Paid Work Experience**  
Offered to some 18+ participants based on individuals and on needs of project (eg Paid assistants on Outreach projects)

**Work Experience**  
- Yr 10 Work Experience  
- 18+ offered volunteering in sessions & productions

**Youth Volunteering**  
-Peer mentors support on sessions;  
-Tech Crew supports backstage;  
-Front of House Team help run box office  
-LYT Ambassadors represent LYT at events

**Members' Committee Events**  
Events planned by Committee for other participants, inc. Annual Review; Master-class Days; Panel discussions

## **JOB DESCRIPTION**

### **Main Activities/Responsibilities:**

The Outreach Producer will develop and deliver creative projects, teamed with individual support, to ensure vulnerable young people aged 8-21 can access, engage and progress through LYT's core youth theatre activities. The post holder will:

#### **YOUTH ARTS DELIVERY:**

- Co-lead Outreach projects with social service partners to support vulnerable participants to engage and progress to core youth theatre projects
- Co-lead drama skills introductory projects for three age groups (8-11s, 12-14s, 14-18s)
- Support members in introductory projects to progress onto further activities within LYT, including providing one-to-one mentoring to those transitioning between projects and providing pastoral support for performance projects as needed
- Support members across projects to achieve Bronze and Silver-level Arts Award qualifications, including providing mentoring to those working toward their award
- Support referred participants to engage in LYT projects, including by communicating with participants, families and workers and leading introductory meetings.
- Take lead responsibility for evaluation of the outreach and support project using LYT's certified Theory of Change evaluative framework
- Along with all LYT staff and volunteers, helping to make LYT a safe place for all participants, volunteers and workers by upholding LYT's Safeguarding, Equal Opportunities, Anti-Bullying and Data Protection policies.

#### **PARTNERSHIP DEVELOPMENT & COORDINATION**

- Build partnerships with local agencies and organisations serving young people in need, including but not limited to PRUs/Special schools, social services, job centre, homelessness services, and organisations serving young carers, young parents, young migrants and other marginalised groups.
- Coordinate outreach projects and sessions with partners working with vulnerable young people
- Support Participation Manager in coordinating a minimum of 10 recruitment sessions per year in partner schools and agencies, co-delivering sessions as necessary
- Helping to promote the referral process to school and community partners in order to encourage referrals into LYT's programmes

#### **INCLUSIVE PARTICIPANT RECRUITMENT**

- Lead on preparing and sending communications to previous participants and new enquiries
- Support the Participation Manager in coordinating the registration and referral process
- Supporting the Participation Manager in allocating project places and communicating with project applicants
- Supporting the Participation Manager in liaising with schools, partner agencies and parent/carers regarding the needs of referred young people

**YOUTH VOLUNTEERING:**

- Supporting vulnerable participants to progress to volunteer opportunities as peer mentors, backstage, front of house crew and LYT Ambassadors.
- Providing induction, training and ongoing management to peer mentors
- Alongside the Participation Manager, coordinating and managing work experience placements for members

**Like all those who work or volunteer for LYT, the Outreach Producer will be expected to take a role in:**

- raising and maintaining the profile and status of the organisation within the local community, the professional arts community, amongst current and potential users, and public, charitable and business funders;
- ensuring that the Company's obligations under Health and Safety legislation are fulfilled;
- actively implementing all the Company's policies.

## **PERSON SPECIFICATION**

### **Essential**

- At least 2 years' experience of delivering drama and/or creative activities to support the wellbeing and personal development of vulnerable young people
- Proven track record of coordinating youth activities, including in partnership with social service organisations and schools
- Proven track record of communicating with a variety of stakeholders (young people, parents/carers, partner organisations) through a variety of media (written, web, social media, etc.)
- High level of organisation, with proven ability to juggle multiple programme demands and deadlines
- Commitment to principles of Safeguarding and Equal Opportunities and ability to implement policies in daily work
- Commitment to supporting the voices of young people from across diverse communities, needs and backgrounds
- Excellent interpersonal skills with both young people and adults
- Excellent oral and written communication skills
- Good IT skills
- Working knowledge of current issues with youth arts and cultural sectors
- Available to work at weekends and during unsociable hours.

### **Desirable**

- Experience providing one-to-one advice and guidance
- Qualification or equivalent experience in theatre practice
- Trained as an Arts Award qualification advisor

Lewisham Youth Theatre particularly welcomes applications from sectors of the community under-represented in the field of youth arts (see Equal Opportunities statement).

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### **How to apply**

Please send:

- A completed application form
- A completed Equal Opportunities Monitoring Form

Please email your application with the subject "[Your Full Name] Outreach Producer Application" to [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com)

**Closing Date for Applications:** 12 noon, Friday 23<sup>rd</sup> July 2021

**Interviews:** Interviews in week commencing 2<sup>nd</sup> August  
*We expect to invite shortlisted candidates back for a practical interview after initial interview.*

For further info about LYT please view our website at: [www.lewishamyouththeatre.com](http://www.lewishamyouththeatre.com)

*Lewisham Youth Theatre is a Registered Charity (no. 297075) and an Equal Opportunities employer.*





## **EQUAL OPPORTUNITIES STATEMENT**

Lewisham Youth Theatre is committed to equality and inclusion at all levels of the organisation, and actively opposes all forms of unlawful and unfair discrimination. LYT values the role diversity plays in engendering a positive working environment. We therefore aim to ensure equality of opportunity in all levels and activities by adopting equitable approaches to all that we do and working to ensure that our policies and practices (formal and informal) remain lawful, fair and actively inclusive.

This policy includes preventing discrimination associated with the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion and belief (or lack thereof), sex and sexual orientation.

LYT recognises that those who use our services are individuals with different needs that may impact on their ability to access services. LYT may sometimes deliver projects aimed expressly at engaging specific groups, with the aim of increasing the diversity and inclusion of service users across our activities, in line with our Business Plan. We will work hard to ensure that project criteria is appropriate to needs identified in our community, and that all those who fit the criteria for engagement have the opportunity to access our services.

These principles apply to LYT's provision of services, working practices and its employment and training practices. The policy applies to the treatment of all Council of Management members (Trustees), staff (permanent or temporary, including those on contracts), applicants, trainees, consultants, volunteers and members (including youth and community participants).