

### Progression Manager

The Progression Manager is a new role that will help LYT develop our work supporting progression pathways for vulnerable participants aged 12+ to access positive next steps at LYT and beyond. Working with participants across our youth theatre programmes, you will coordinate and deliver a multi-prong offer of targeted training, opportunities and individual support to help expand participants' horizons and access to progression pathways. Working across several support areas embedded in LYT's work, you will help participants progress through:

- Developing and delivering a new young facilitator training programme
- Coordinating youth volunteering and peer mentor opportunities across LYT programmes, including for trainee facilitators
- Supporting Arts Award qualifications, alongside youth theatre delivery staff
- Coordinating links to external opportunities, including theatre trips, Q&As and masterclasses with industry professionals
- Providing one-to-one mentoring to support vulnerable young people to progress to positive next steps

This role is currently funded by the Baring Foundation's Creatively Minded, Ethnically Diverse programme.

**Salary:** £28,000-£29,000 per annum, pro rata

**Reporting to:** Executive Director

**Hours:** 21 hours (3 days) 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, pro rata

**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 and Mayor of London. The Progression Programme has been funded by the Baring Foundation's Creatively Minded; Ethnically Diverse fund.

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.

## **PROGRESSION PROGRAMME**

The Progression Programme delivers against our Strategic Objective 2: to increase participants' ambition and access to further opportunities. Embedded across several work streams, the activities in the Progression strand works across our youth theatre projects to support young people's growth within the organisation and access to positive next steps and opportunities. The Progression Manager will work closely with delivery staff across LYT's team to ensure the success of the programme.

Alongside LYT's overall goal of improving participants long-term wellbeing and increased life chances, the programme particularly delivers against LYT's core outcome linked to widened horizons and skills:

- **Increased resilience** through improved commitment, responsibility and pride in own achievements
- **Increased ambition** through increased knowledge of professional roles, career routes, and increased access to further education and employment pathways.
- **Increased leadership skills** by developing the ability to lead others and be a positive influence on others.

The Progression Programme includes:

### **Young Facilitator Training**

A new youth arts facilitator training programme for 8 participants aged 18-25 with lived experience of mental health problems, with a remit to engage those from Global Majority backgrounds. During the course, participants will develop a drama-based wellbeing workshop that they will lead in schools and with social service partners. Alongside the free training, participants will receive qualifications, individual advice & guidance mentoring and be able to progress to paid work experience in our Youth Volunteering work stream.

This programme builds on learning from LYT's Step Up programme (2011 – 2019) and an assistant director pilot programme in 2021.

The Progression Manager will: lead the development and delivery of the young facilitator programme, supported by a freelance practitioner.

### **Youth Volunteering & Work Experience**

The Progression Programme provides several levels of youth volunteering across LYT's core youth theatre programmes:

- Young Facilitators progress to paid work experience as assistant facilitators / directors on youth theatre projects
- LYT participants aged 12-17 progress to Peer Mentor roles on youth theatre projects with younger age groups
- LYT participants aged 18+ (not involved in young facilitators) progress to volunteering roles on LYT projects

The Progression Manager will: take lead responsibility for placing and supporting Young Facilitators in work experience across the youth theatre projects. You will work closely with the Participation Manager and youth theatre delivery teams to identify youth theatre participants for Peer Mentor and volunteering roles, and support them into these roles.

## **Qualifications**

LYT delivers Arts Award qualifications as a progression activity alongside our youth theatre programmes. Participants electing to do an Arts Award attend separate sessions and mentoring to complete their award.

The Progression Manager will: develop and deliver the qualifications offer for the Young Facilitators programme (e.g. Silver or Gold Arts Awards) and support programme leads in the delivery of Bronze Arts Award for youth theatre participants.

## **Industry Interaction**

The Progression Programme provides opportunities for participants to expand their knowledge of professional working environments, practice and pathways currently delivered through theatre trips, backstage tours, masterclasses and Q&As with creative professionals, and supported access to opportunities with other organisations.

The Progression Manager will: lead on identifying these opportunities and support both individual participants and project groups to access these opportunities, working closely with project leads.

## **Pathways Mentoring**

Delivered across LYT's core staff team, the Progression Programme provides one-to-one advice and guidance mentoring to support participants on to positive next steps and opportunities beyond LYT. This may include support with identifying opportunities, job or educational applications, auditions or access to other social service support.

The Progression Manager will: lead on providing advice and guidance for Young Facilitators, particularly connecting them with further opportunities as their project culminates at LYT. The Progression Manager will also work as a core team member to provide mentoring to participants across LYT's programmes, as needed.

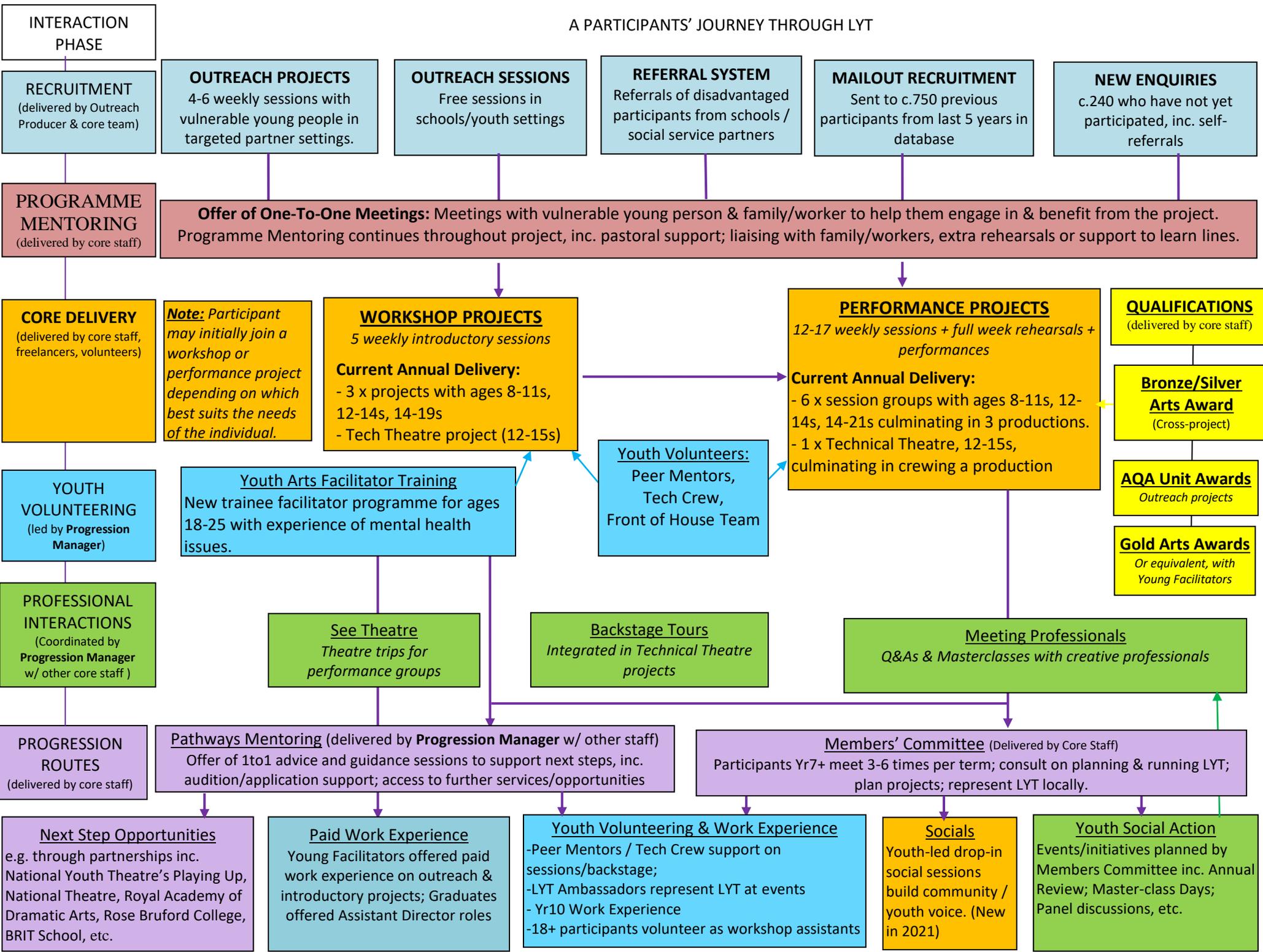
## **Members Committee**

Participants aged 11+ who have taken part in a production process are able to join the Members' Committee, LYT's youth leadership board.

The Progression Manager will: support participants' progression into Members' Committee and delivery of Members' Committee activity, as needed. Alongside the core staff team, you will work to integrate wider youth voice initiatives across the organisation.

*The Participant Journey flow chart below shows how the Progression strand (on the second half of the page) supports LYT's wider organisational activity.*

# A PARTICIPANTS' JOURNEY THROUGH LYT



## INTERACTION PHASE

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

**OUTREACH PROJECTS**  
4-6 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  
- Tech Theatre project (12-15s)

**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, 12-15s, culminating in crewing a production

**QUALIFICATIONS**  
(delivered by core staff)

**Bronze/Silver Arts Award**  
(Cross-project)

**AQA Unit Awards**  
Outreach projects

**Gold Arts Awards**  
Or equivalent, with Young Facilitators

**YOUTH VOLUNTEERING**  
(led by Progression Manager)

**Youth Arts Facilitator Training**  
New trainee facilitator programme for ages 18-25 with experience of mental health issues.

**PROFESSIONAL INTERACTIONS**  
(Coordinated by Progression Manager w/ other core staff )

**See Theatre**  
Theatre trips for performance groups

**Backstage Tours**  
Integrated in Technical Theatre projects

**Meeting Professionals**  
Q&As & Masterclasses with creative professionals

**PROGRESSION ROUTES**  
(delivered by core staff)

**Pathways Mentoring** (delivered by Progression Manager w/ other staff)  
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**  
Young Facilitators offered paid work experience on outreach & introductory projects; Graduates offered Assistant Director roles

**Youth Volunteering & Work Experience**  
-Peer Mentors / Tech Crew support on sessions/backstage;  
-LYT Ambassadors represent LYT at events  
- Yr10 Work Experience  
-18+ participants volunteer as workshop assistants

**Socials**  
Youth-led drop-in social sessions build community / youth voice. (New in 2021)

**Youth Social Action**  
Events/initiatives planned by Members Committee inc. Annual Review; Master-class Days; Panel discussions, etc.

## **JOB DESCRIPTION**

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

The Progression Manager will develop and lead on the Progression strands of LYT's delivery, embedding this work across LYT's programme to provide opportunities for young people to increase in responsibility, leadership, ambition and access to positive next steps. The post holder will:

### **PROJECT DELIVERY:**

- Develop and co-deliver a drama facilitator training programme for young people aged 18-25, recruiting trainee facilitators with lived experience of mental health issues from ethnically diverse backgrounds;
- Coordinate and support trainee facilitators to engage in work experience on LYT youth theatre projects
- Support trainee facilitators to gain qualifications, e.g. Arts Award or equivalent
- Take lead responsibility for evaluation of the Progression Programme using LYT's standardised evaluation 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.

### **ACCESS TO OPPORTUNITIES:**

- Build relationships with arts organisations, creative professionals, further/higher education partners, schools and social service partners;
- Support access to a wide offer of potential next step opportunities for LYT participants,
- Coordinate interaction for individuals and LYT groups with industry professionals, including theatre trips, masterclasses & Q&As;
- Provide individual advice and guidance mentoring to support young people's progression to further positive activities.

### **EMBEDDING PROGRESSION IN LYT PROGRAMME**

- Coordinate progression of LYT members across projects to volunteer opportunities as peer mentors, backstage, front of house crew and LYT Ambassadors;
- Provide induction, training and support to peer mentors and other youth volunteers, alongside programme leads;
- Support programme leads in the delivery of Arts Award qualifications across youth theatre programmes;
- Supporting delivery of Members' Committee projects and youth voice initiatives;
- Any other tasks reasonably required for the delivery of the progression programme or smooth running of the organisation.

### **Like all those who work or volunteer for LYT, the Progression Manager 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 Experience:** You will be able to demonstrate a proven track record in:

- Extensive delivery of drama activities to support the wellbeing and personal development of vulnerable young people
- Training young people to take on leadership roles
- Providing one-to-one support to mentor young people on progression
- Delivering qualifications and accreditations, e.g. Arts Awards or equivalent
- Coordinating youth activities, including recruiting participants and project management
- Building referral and delivery partnerships with schools and social service organisations
- Communicating with a variety of stakeholders (young people, parents/carers, partner organisations) through a variety of media (written, web, social media, etc.)

**Knowledge & Attitude:** You will be able to demonstrate:

- Strong knowledge of progression pathways in the creative industries, including through other creative organisations, further and higher education;
- Knowledge of issues surrounding those struggling with mental health and wellbeing
- Understanding of what works in facilitation practice and ability to communicate why it is effective;
- Commitment to creating a culture of care for young people while maintaining high expectations;
- 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.

**Capabilities:** You will be able to demonstrate:

- High level of initiative, with proven ability to juggle multiple programme demands and deadlines
- Willingness to problem-solve and find innovative solutions when faced with barriers
- Excellent teamwork skills and ability to support colleagues across multiple objectives
- Good IT skills
- Available to work at weekends and during unsociable hours, if necessary

**Desirable**

- Wide links across arts, cultural and educational organisations in London and beyond
- Training in Advice & Guidance mentoring
- Arts Award Gold Level qualification advisor

Lewisham Youth Theatre particularly welcomes applications from sectors of the community under-represented in the field of youth arts. We particularly encourage applications from candidates of African diasporic and other global majority backgrounds, and those with lived experience of the needs of our participants.

### **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] Progression Manager Application” to [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com)

For an informal conversation about this role before applying, please email [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com) to set up a call.

**Closing Date for Applications:** 9am Monday 6<sup>th</sup> September

**Interviews:** Interviews in week commencing 13<sup>th</sup> September  
*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).