

### **Participation Assistant (Intern)**

The Participation Assistant will help LYT's participation team to engage vulnerable young people aged 11-21 in LYT's creative programmes, supporting their social/emotional, personal and creative development through drama, performance and backstage theatre activities. Alongside LYT's team of core staff members and lead freelancers, the assistant will help coordinate and deliver outreach activities, introductory projects and drama-based performance activities. The assistant will take on assigned roles across all steps of a participants' journey, including helping with recruitment, project planning, session delivery, and evaluation, as well as supporting with LYT's wrap-around programmes of Arts Award qualifications and youth leadership. The assistant will also take on key roles around supporting young people's pastoral care, including ensuring LYT participants safely arrive and exit the building in line with LYT's Code of Practice.

The Participation Assistant role is a 12-month internship, supported by the **Jack Petchey Foundation**, with the aim of developing the post-holder's confidence, skills and capabilities to move into youth arts coordinator roles that require both delivery and project management skills.



**About the Jack Petchey Internship Programme:** The successful candidate will be part of the [Jack Petchey Internship Programme](#) with 30 other interns from different youth organisations in London and Essex. This development programme will involve attending a residential launch conference, four professional development workshops through the year and a celebration event at the end of the programme. The successful candidate will receive an extra training bursary of £1,000 for approved training and will be matched with a mentor from another organisation to help support their professional development. The Jack Petchey Internship Programme training days and events will take place in person in London and the successful candidate will be expected to take full part in this programme alongside their role at Lewisham Youth Theatre.

**Salary:** £23,933 per annum (London Living Wage)

**Reporting to:** Creative Director

**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:** Fixed Term for 12 months from March 2024  
(The successful candidate must start the role by 25<sup>th</sup> March 2024)

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:** LYT's base, currently at 436-438 Lewisham High St, London SE13 6LJ and in partner venues around Lewisham

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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.

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 600+ 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, Learning Difficulties, Family Disruption (including care-experience, young carers, etc.) and risk of education 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 and [BIG Impact Report](#) – an independent evaluation into the long-term impact of our work.

## **JOB DESCRIPTION**

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

The Participation Assistant will support LYT's team in coordinating and delivering creative projects, teamed with individualised support, to ensure vulnerable young people aged 11-21 can access, engage and progress through LYT's core youth theatre activities. The post holder will support on both administration/coordination of projects and session delivery across the following areas:

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

- Assist with the planning and delivery of outreach projects with social service partners, supporting vulnerable participants to engage and progress to core youth theatre projects
- Help to plan, co-lead and evaluate drama, performance and technical theatre projects with 11-18s
- Support the set-up of sessions, including organising necessary session materials, registers and refreshments
- Support the pastoral care of participants both within and outside sessions in line with LYT's Code of Practice
- Support with the delivery of Bronze and Silver-Level Arts Award qualifications for members across projects, including helping with recruitment, delivery and administration of these sessions
- 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.

**INCLUSIVE PARTICIPANT RECRUITMENT:** The Assistant will support the Participation team in:

- Preparing and sending communications to participants/families, referral partners and schools
- Coordinating the registration and referrals of new participants
- Allocating project places and communicating with project applicants
- Liaising with schools, partner agencies and parent/carers regarding the needs of referred young people

#### **YOUTH VOICE & LEADERSHIP:**

- Supporting LYT's Workshop Coordinator in planning and delivering Members' Committee (youth board) sessions and activities;
- Helping with the placement, induction and ongoing support of peer mentors (participants aged 11-18)

**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**

*The Jack Petchey Internship development programme is designed for candidates who are leaving further or higher education and starting out in the youth/charity sector - or who are looking to transfer into, or take their next career step in, the youth/charity sector. While there is no age limit for this role, we expect candidates to be in the early stages of their careers and be able to demonstrate how the role will help them develop.*

### **We are looking for candidates with experience of:**

*Experience could include paid and/or unpaid experience, including volunteering*

- Delivering drama activities or games with peers or younger age groups;
- Organising youth activities, including helping to plan and promote activities
- Peer leadership – this may include helping to lead groups like youth boards
- Communicating with a variety of stakeholders (young people, parents/carers, partner organisations) through a variety of media (written, web, social media, etc.)

### **We are looking for candidates with an interest in and commitment to:**

- Developing your own skills and capabilities in youth arts or youth work fields;
- Supporting young people, particularly those from disadvantaged backgrounds, to reach their potential;
- Using creativity to support young people's personal development;
- Supporting young people's voices and leadership development
- Keeping children and young people safe physically, emotionally and psychologically, including through a commitment to Safeguarding, EDI (Equality, Diversity & Inclusion) and Anti-bullying

### **We expect candidates to be able to demonstrate that they are:**

- Reliable and able to commit to the work as agreed
- Good team players
- Eager to learn, and able to take on new or challenging tasks as they arise
- Aware of the current challenges facing young people in Lewisham

### **Desirable**

- Qualification or equivalent experience in theatre practice
- Knowledge of Lewisham borough, including personal and/or professional experience in the borough

Lewisham Youth Theatre particularly welcomes applications from candidates with lived experience of the needs of our members, particularly those from Global Majority backgrounds.

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### **How to apply**

- Submit a completed [application form](#) via email  
*(The application form includes questions that will help you let us know how you meet the person specification above. Make sure you answer each question as thoroughly as possible. Word counts are given as a guidance)*
- Fill in our online Equal Opportunities Monitoring Form here:  
<https://forms.gle/mK1bceKZTQz8126r8>

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

**Closing Date for Applications:** 10am, Friday 2<sup>nd</sup> February 2024

**Interviews:** Friday 9<sup>th</sup> February  
*Please let us know if you are not available on this day.*

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, race, disability, sexual orientation, gender, gender reassignment, religion and belief (or lack thereof), marriage and civil partnership, pregnancy or maternity.

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).