



PARTICIPATION MANAGER

Summary: This dynamic position gives the post holder an opportunity to both manage and deliver Lewisham Youth Theatre (LYT's) programme of youth theatre activities with children and young people aged 8 – 18. The role includes youth theatre directing, as well as managing a team to ensure the support of participants – particularly those in need – as they progress into and through our programmes, and on to next steps. The goals of the post are to:

- Ensure the quality of youth arts delivery for participants across projects for ages 8-18;
- Support young people facing disadvantage to access and thrive in LYT's activities;
- Empower participant's voices and support them to contribute to the development of their projects and the organisation;
- Help to maintain a safe environment in which participants feel supported and cared for.

Salary: £29,000 to £32,000 per annum

Reporting to: Creative Director

Responsible for: Participation Team (Outreach Producer & Workshops Coordinator); Freelance tutors/directors

Hours: Full-time, 35 hours per week. Hours will vary across projects and at times of intensive activity, the post holder will need to work flexible hours, including some Saturdays and evenings, for which Time Off In Lieu (TOIL) will be given.

Holidays: 20 days holiday, *plus* bank holidays

Terms: Permanent Post

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 Location: LYT Creative Hub - 436 Lewisham High Street, London SE13 6LJ

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 is Lewisham's flagship creative space for young artists. We make socially-relevant and artistically-challenging creative work with young people aged 8-25, helping them build the skills, resilience and ambition to achieve their potential.

We offer free drama, performance, technical theatre and creative social action projects 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. Our training programmes offer opportunities for emerging artists aged 18-25 to learn skills in writing, directing, facilitation, producing and backstage arts, often linked to paid work experience.

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.



OUR PARTICIPANTS

Each year, LYT works with over 200 young people aged 8-25 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.

ABOUT OUR CREATIVE HUB

Since 2022, LYT's Creative Hub has offered young artists of all ages a space to develop their creativity and push their artistic boundaries. Initially based in a disused retail unit (the old GAP Outlet) next to Lewisham Centre, in December 2023 LYT took over a community building on Lewisham High Street between Lewisham Hospital and Catford. The Creative Hub houses LYT's offices and our diverse activities – from workshops to performances. Alongside our core activities, the Creative Hub offers a space for local emerging artists and creative organisations with shared ethos to develop their work and to help raise the aspirations of local young creatives.

MORE INFORMATION ABOUT LYT

Please refer to the [Publications Page](#) of our website for more information about our programmes and their impact, including our [BIG Impact Report](#) – an independent evaluation into the long-term impact of our work.

Participation Programme

The Participation Manager plays a key role within LYT with a remit to plan, manage and deliver drama and performance programmes that develop the well-being and life chances of Lewisham young people aged 8-18. Along with a small team, the Participation Manager is especially responsible for ensuring that LYT's programmes remain accessible to young people across a range of needs.

The Participation Manager will lead the Participation Team consisting of the Outreach Coordinator and Workshops Coordinator, alongside a team of freelancers to deliver LYT's core youth theatre projects: Junior Youth Theatre 1 (aged 8-11), Junior Youth Theatre 2 (aged 12-14) and Senior Youth Theatre (aged 15 – 18), Members' Committee (aged 12-18). The Participation Manager will also liaise with the Production Manager to ensure Technical Theatre programmes for ages 12+ are integrated in the offer for under-18s.

The Participation Manager will be expected to direct approximately 2 performances per year, and to oversee the creative teams across the projects above.

The post will take a lead role in work towards our strategic goals:

- **Improve the transferable life skills of Lewisham young people aged 3 – 24** by engaging them in drama workshops, performance, technical and backstage work and events management activities that provide practical opportunities to achieve and progress.
- **Increase participants' ambition and access to further opportunities** through the delivery of projects and schemes that focus on further life pathways.

The post-holder will expand connections and communication with local partners, and provide continuity for referred participants, in order to ensure that young people facing disadvantage who otherwise would not be able to participate in the arts are able to take part and achieve in LYT's activities.

JOB DESCRIPTION

Main Activities/Responsibilities:

The post holder will take lead responsibility for overseeing & managing LYT's offer of youth theatre activities for under-18s. You will be responsible for:

YOUTH ARTS DELIVERY:

- Direct approximately 2 youth theatre performances per year with groups of approx. 20 young people each, culminating in an intensive rehearsal week and public performances in a professional theatre.
- Coordinate and deliver LYT's Members' Committee (youth leadership board), empowering young people to build responsibility and take a central role in planning LYT's programmes,
- Coordinate and manage volunteer opportunities for Committee members, training and supporting them in roles as peer mentors, backstage, front of house crew and LYT Ambassadors.
- Manage work experience placements for members
- Support members to achieve Bronze and Silver level Arts Award qualifications

STAFF MANAGEMENT:

- Line management of staff members, empowering them to do their jobs effectively and supporting their well-being within their roles.
- Alongside the Creative Director, overseeing freelance directors and tutors to ensure the high quality of creative experiences and the integrity of LYT's working practices.
- Alongside the Participation Team, ensuring staff and freelancers support participants' needs to allow them to safely access, engage in and complete projects across LYT's programmes for 8-18s.
- Alongside the Participation Team, ensuring that participation targets are met across the youth theatre projects, including engagement and retention targets for participants in need.
- Liaise with the CEO to set project budgets, and ensuring projects are delivered on time and within budget.

PROGRAMME MANAGEMENT: The Participation Manager will take a lead role in managing the youth theatre projects, along with the Participation Team, to ensure young people can progress into, through our projects and on to next step. This role will include:

Recruitment across youth theatre projects:

- Overseeing recruitment of all youth theatre projects, including proactively seeking referrals of participants in need
- With the Participation Team, managing the delivery of a minimum of 10 recruitment sessions per year in partner schools and agencies, particularly targeting those working with vulnerable children, in order to recruit referred members to each of the youth theatre projects.

Recruitment across youth theatre projects (continued):

- Build partnerships with local agencies and organisations serving young people in need, including but not limited to schools, social services, job centre, homelessness services, and organisations serving young carers, young parents, young migrants and other marginalised groups.
- Coordinate and help to expand the referral process onto LYT projects, ensuring that it is embedded across LYT's projects.

Pastoral care and support, with a specific focus on young people in need:

Support members facing disadvantage to engage in LYT activities by:

- Acting as Deputy Designated Safeguarding Lead
- Meeting one to one with potential participants and parents/workers to support them to take part in the project
- Liaising with schools, partner agencies and parent/carers regarding the needs of referred young people
- Communicating with parents & carers regarding commitment and the progress of participants in the sessions
- Preparing and undertaking calls, emails, texts and mailout communications with members, families and partners supported by LYT Administration team.
- Providing 1 to 1 support to participants in need throughout the project, as necessary to ensure they can engage in and benefit from the activities.

Programme Planning:

Along with the Creative Director and the Participation Team, research, plan and deliver a programme that:

- involves young people's participation at every level of the programme
- utilises a variety of arts-based youth work methods designed to meet the educational and developmental needs of young people ages 8-18 years
- maintain a high standard of quality and are managed within the context of LYT's objectives and Theory of Change
- includes session-by-session plans and schemes of work for all projects.
- Be involved in production planning, publicity & meetings on all youth theatre projects, co-ordinating with designers, the technical team and other tutors. With special responsibility for referred members.
- Research scripts and texts for selection by Directors and tutors on each project.

Evaluation:

Implement appropriate evaluation of youth theatre projects, in line with LYT's standard evaluation procedures, including:

- Gathering monitoring and evaluation statistics
- Liaising with partners, workers, teachers and parents/carers to assess the impact of the project on participants
- Producing narrative reports on each project

Programme & Organisational Development:

- Along with the rest of LYT's team, develop and create new projects, as necessary, that match the needs of young people and the local community and that deliver against strategic objectives
- Promote LYT's work to relevant organisations and individuals, locally regionally and nationally
- Attend strategic sector meetings within the borough and beyond and feedback relevant information to shape LYT's future work and planning.
- Help to raise LYT's profile, specifically within the borough, ensuring that the work is known about and therefore accessible to more young people
- Keep abreast of developments in the arts and education, identifying strategies, partnerships and key individuals to contribute to youth theatre projects

PERSON SPECIFICATION

Essential Experience

- Extensive experience (at least 5 years) of delivering drama activities as an intervention tool with vulnerable or hard to reach young people
- Proven track record of Directing youth theatre performances, that:
 - Work with large casts of 15-20 young people
 - Develop the voices and creative potential of the young artists
 - Maintain high quality creative standards
- At least 2 years' experience of managing and empowering staff and freelancers
- Experience of planning, coordinating and managing youth arts projects
- Proven track record of managing youth-led activities and empowering young people to take on leadership roles.
- Experience of taking a lead role in safeguarding children and young people
- Experience of developing partnerships with schools and youth organisations (i.e. PRUs, Youth Offending Teams, Youth Hostels, Connexions, etc.)

Essential Skills & Capabilities

- High level of initiative and leadership qualities
- Able to work in a fast-paced environment and to juggle multiple tasks
- Able to meet agreed targets efficiently, and to think creatively to address problems as they arise
- Excellent interpersonal skills with both young people and adults
- Able to work collaboratively and support others' ideas
- Able to communicate sensitively and effectively with individuals and groups
- Excellent written communication skills
- Good IT skills, particularly within the Microsoft and Google suites
- Working knowledge of current issues within youth arts and cultural sectors
- Available to work at weekends and during unsociable hours.

Desirable

- Experience as an Arts Award qualification advisor
- Experience providing one-to-one advice and guidance
- Safeguarding Level 3 Training, or equivalent experience
- Experience in devising strategy and developing forward plans
- Lived experience of the needs of our participants

Lewisham Youth Theatre particularly encourages applicants with lived experience of the needs of our participants, including those from Global Majority backgrounds.

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] Participation Manager Application” to recruitment@lewishamyouththeatre.com

Closing Date for Applications: 10am, Monday 19th February

1st Interview: week commencing 26th February (Zoom or in person)

2nd Interview: Monday 4th March (evening)
This will be a practical interview including leading a short session with young people.

For further info about LYT please view our website at:
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).