



LEARNING AND PARTICIPATION ASSISTANT

Deadline to apply: 10am 21 April 2021 – details below

Reports to: Head of Learning and Participation

Salary: £22,000 per annum pro rata

Contract: Full-time, fixed term for 12 months

Hours: Core office hours are 10am-6pm, Monday to Friday. The post-holder will be expected to fulfil the hours required to do the job, including some evening and weekend work.

Holiday: 28 days per annum inclusive of public holidays

Notice period: One month

Probationary period: Three months

Pension: 3% pension contribution after qualifying period

Learning and Participation at Hackney Empire

Hackney Empire: Creative Futures

The Hackney Empire Creative Futures programme is the leading provider of arts and culture engagement for young people in Hackney, working with over 4,000 young people annually from some of East and North London's most marginalised communities. In 2019, 48% of young people in Hackney were living below the poverty line, up from 41.3% in the previous year.

Our local community is one of the most culturally diverse in the UK and faces significant social and economic challenges. Our work is uniquely positioned, in that we are able to provide expert-led creative workshops and master-classes, alongside professionally produced performance opportunities, of which, in many cases, are at no cost to our core audience.

At Hackney Empire we believe that we have a responsibility to champion and nurture both the next generation of artists and young people who may have no existing or limited access to arts & culture.

Access, inclusion & development are at the heart of everything we do; this means we work to accommodate the needs of all young people, whatever their ability or

background. Together we create powerful, inspiring and transformative arts & culture, and cultivate a wider vision of a world in which everyone is acknowledged and encouraged.

Community

At Hackney Empire, we are developing our community participation projects, our flagship programme the Hackney Empire Community Choir will relaunch this year after an extended break due to Covid19.

PURPOSE OF ROLE

To assist the work of the Learning and Participation department as determined by the Head of Learning and Participation and to support the Head of Learning and Participation as required.

JOB DESCRIPTION

The Learning and Participation Assistant will support the delivery of the Hackney Empire's work for and by young people and the community working closely with the Head of Learning and Participation to ensure the highest standards of artistic excellence are matched with best practice in our engagement with young people and the wider community. This role will involve supporting workshops, pastoral care and administrative tasks.

Key Responsibilities

Workshops

Undertake the role of Assistant Producer, Coordinator, Facilitator on a variety of projects when appropriate and as directed by the Head of Learning and Participation including:

- Supporting the Lead Practitioners on projects and workshops
- Sourcing and preparing workshop materials
- Ensuring internal workshop spaces are booked and set up for each session
- Acting as support worker for specific workshops when required
- Co-facilitating workshops with the support of the rest of the team.
- Contributing to the dynamic and formal evaluation of all projects and workshops.

Co-ordinate the Hackney Empire Community Choir weekly rehearsals and bespoke performance events

Develop new projects with the Head of Learning and Participation

Pastoral Care

Be responsible for the communication, registration and pastoral care of the participants on projects.

Ensure the safeguarding and pastoral care for all young people across all areas of Hackney Empire's participatory programmes, including but not limited to:

- Ensuring that all policy and practice in relation to safeguarding young people is current and up to date
- Keeping accurate and current contact and emergency details for young people
- Gaining all permissions consents from parents and carers
- Coordinating the Young Ensemble performers for Hackney Empire Pantomime
- Coordinating and supervising Work Placements/experience opportunities

Administration and General

Administrate the registration, evaluation and data monitoring of the Learning and Participation Programme as directed by the Head of Learning and Participation

Manage the youth Social Media platform @HEfutures creating and sharing content for Creative Futures and collaborating with Young Producers

Develop and promote the role of young people as decision makers within the organisation, alongside the Head of Learning and Participation

Develop and maintain local and national relationships with outside partners including: schools, youth clubs and agencies offering pastoral support

To develop and maintain attendance rates of young people across the participation programme

Ensure that the Safeguarding, Equality and Diversity and the Health and Safety policies are upheld in delivering all programmes of work, and that appropriate risk assessment and reporting procedures are in place

Participate in training and other learning activities as required

Attend and participate in team meetings as required

Work in a flexible manner and undertake any other duties as reasonably required by the Head of Learning and Participation within the general scope of the role

Due to nature of the Learning and Participation activities work at weekends and evenings will be required. This will be agreed in advance with the post-holder and time off in lieu offered.

Person Specification

Essential

- Experience of engaging young people in arts and culture activities
- Experience of providing pastoral care and support for a range of communities and in differing environments
- An interest in arts and culture and in engaging young people and communities from all backgrounds in participating in arts and culture
- Good rapport with young people and communities of all ages
- Friendly and approachable with the ability to communicate confidently
- Positive attitude and a willingness to learn
- Strong verbal and written communication skills
- Collaborative / team player
- Good computer / IT and organisational skills
- Good Social Media knowledge
- An understanding of diversity and equality in their broadest sense

Desirable

- Up to date knowledge of safeguarding legal requirements relating to working with young people
- Experience of dealing with young people's complex social problems
- Experience facilitating creative workshops or activities
- Excellent organisational and project management skills including the ability to manage multiple priorities in order to meet deadlines

We treat all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We are an equal opportunities and disability confident employer and particularly welcome applications from individuals who are underrepresented in the arts and culture sector.

Hackney Empire has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview.

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

If you have any questions about this role or your application, you can contact recruitment@hackneyempire.co.uk

To apply for this post, please:

Send full CV and a covering letter (not more than two sides of A4) outlining how you believe you meet the person specification and the needs of the role addressed to Rachel Horowitz, Head of Learning and Participation quoting 'Learning and Participation Assistant' in the email title.

Please send the email to recruitment@hackneyempire.co.uk

Please also return with your application a completed Equal Opportunities Monitoring form. This form is for our evaluation purposes and will not be used in our assessment of your application.

The deadline for receipt of completed applications is 10am on Wednesday 21 April 2021

Interviews will take place on Wednesday 28 April with a view to the successful candidate starting as soon as possible, start date to be confirmed.

We intend for the interview to take place in person, socially distanced, unless there a change in government guidance. Please notify us of any concerns with this in your application.

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact recruitment@hackneyempire.co.uk

Hackney Empire is a registered charity limited by guarantee that leases the theatre building on a peppercorn rent from the freeholders, the Hackney Empire Preservation Trust. It is funded by Arts Council England and the London Borough of Hackney. In 2010 HEL established a wholly owned subsidiary, Hackney Empire Trading Ltd.