



Travelling Light Theatre Company

Barton Hill Settlement
43 Ducie Road
Barton Hill
Bristol BS5 0AX

Tel: +44 (0) 117 377 3166

Email: info@travellinglighttheatre.org.uk

www.travellinglighttheatre.org.uk

24th May 2018

Dear Applicant

Thank you for your interest in the position of Youth and Community Officer for Travelling Light Theatre Company.

We are looking for a highly motivated and skilled individual to take on the role of Youth and Community Officer and join the Travelling Light team. The successful candidate must have a strong belief in the company's mission and ethos.

This pack contains a variety of information about the Youth and Community Officer role including background information about the company, job description, person specification, application form and equal opportunities monitoring form.

Application guidance can be found on page 4. Please read these instructions carefully.

Should you have any queries regarding this position, please contact Dienka Hines on 0117 3773169 or email dienka@travellinglighttheatre.org.uk

The deadline for receiving applications is **10am, Monday 11th June**. Applications should be either posted to **Office Manager, Travelling Light Theatre Company, Barton Hill Settlement, 43 Ducie Road, Barton Hill, Bristol BS5 0AX** [marked as Youth and Community Officer application] or submitted by email to admin@travellinglighttheatre.org.uk.

We look forward to receiving your application.

Dienka Hines

General Manager

Patrons: Richard Pendlebury MBE DL | Sir Nick Williams | Vanessa Stevenson | Philippa Lowthorpe

Travelling Light Theatre Company is registered in England, company no. 02539087, registered charity no. 1065012
VAT registration no. 713204875



Background information

Travelling Light have been making outstanding theatre for and with children and young people for over 33 years. Our mission is to inspire young people's thinking, engage their emotions and fire their imaginations.

We are based in the heart of Barton Hill and we engage with children, young people and their families in our local area and across Bristol, providing a safe and welcoming space for them to express themselves through theatre. Our thriving participation programme provides over 4,000 experiences for children and young people per year through our young people's programme, community engagement and creative learning projects.

Travelling Light makes award winning professional theatre for young audiences which we tour locally, nationally and internationally. To find out more information about our current work please visit our website www.travellinglighttheatre.org.uk

Context of the Role

Recent investment from Big Lottery's Youth Investment Fund has enabled Travelling Light's participation programme to develop and expand. We are now reaching more young people aged 11-19 and developing our collaborations with youth and community partners across the city. Our Young People's programme now includes the following projects:

Core projects

- Youth Theatre (regular provision for young people aged 4-19)
- Louder than Words (our youth theatre for young people with additional needs aged 7-15)
- Travelling Light's Youth Board

Additional Youth Investment Fund supported activity

- ActionSpeak (our new theatre group for young people with additional needs aged 16+, delivered in partnership with West of England Centre for Inclusive Living)
- Outreach programme (taster workshops for young people in a variety of settings, working with youth and community partners)
- Young Critics programme (free theatre trips for young people aged 11-19)

The Youth and Community Officer will be responsible for managing the young people's programme, ensuring all projects are delivered to the highest possible quality while maintaining equality of access for the widest possible range of children and young people.



Summary of main Terms and Conditions

Please note that this is a summary only and does not form part of a subsequent contract of employment.

Job title

Youth and Community Officer

Hours

30 hours per week

Salary

£24,000 pro rata

Contract

Fixed term until 31st July 2020 (post to be reviewed following the end of the Youth Investment Fund grant).

Annual Leave

28 days per year including bank holidays (pro rata)

Pension

Travelling Light is a member of the ITC/Equity Performing Arts Pension Scheme.

Notice period

1 month either side

Training and Development

The successful candidate will undertake a thorough induction with the company in their first week. Regular meetings with their line manager will address any subsequent training requirements.

Proof of right to work in the UK

We are required by law to check that all employees have proof of right to work in the UK

DBS check

Due to delivering regulated activity with children and young people, the post will require an enhanced DBS check.



Application Guidance

Applications must be submitted on the enclosed application form. Please read the Person Specification and Job Description carefully. Make sure that you meet the criteria before making an application for the role. Make sure that you fully address the criteria marked Application Form on the Person Specification when completing the Personal Statement section. Your application will be judged on whether you meet the criteria. Only **relevant information** will be considered when shortlisting applicants for interview.

The deadline for applications is **10am, Monday 11th June 2018**. Applications will not be accepted after this time. Candidates will know if they have been shortlisted by **18th June 2018**.

Interview dates to be confirmed.

Data Protection

Data collected will be processed and held in accordance with the General Data Protection Regulations 2018. Information contained within this application form is processed under the lawful basis of Contract, in order to shortlist for the advertised post, assess your performance in the future (should your application be successful) and monitor the efficiency of our recruitment and other employment procedures.

We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months after which it will be securely destroyed.

Equalities Statement

We operate an Equality and Diversity Policy which articulates Travelling Light's commitment to promoting equality and diversity in all areas of our work: from the way our services are delivered, to the recruitment and support of staff and volunteers. We aim to treat people fairly and work hard to eliminate all forms of discrimination.

We recognise that all people are different in both visible and non-visible ways. We acknowledge that everyone has different perspectives, ideas, opinions, histories, knowledge and culture and that this diversity brings great strength to the organisation. We are committed to encouraging, valuing and respecting this diversity.

We welcome applications from people from the widest possible diversity of background, culture and experience.