



**Travelling Light Theatre Company**

Wellspring Settlement  
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Barton Hill  
Bristol BS5 0AX

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Dear Applicant,

Thank you for your interest in the position of Participant Assistant with Louder Than Words. This role is specifically to support a Deaf participant on a one-to-one basis in the weekly sessions as a BSL translator.

This pack contains a variety of information about the role including the job description, person specification, and key terms and conditions. An equal opportunities monitoring form can be downloaded separately on our 'job opportunities' webpage.

To apply please send us:

A CV, document or voice note with details about yourself including any relevant/transferable experience and employment.

And;

A short (no more than 1 side of A4) covering letter **or** send us a video/voice note evidencing how you meet the Essential & Desirable Experience in the Person Specification.

If you would like to submit an application in another format, then please get in touch with us.

Please send your preferred form of application to Louise Betts, Youth and Community Project Manager on [louise@travellinglighttheatre.org.uk](mailto:louise@travellinglighttheatre.org.uk) with 'BSL Assistant application' noted within the subject line. Voice notes can be sent to 07305 008789. Equal Opportunities monitoring forms should be emailed to [admin@travellinglighttheatre.org.uk](mailto:admin@travellinglighttheatre.org.uk).

Please note that there is no deadline to apply for this role, we will assess applications as we receive them and appoint when we have a suitable candidate.

If you have any questions or would like to discuss the role, then please contact me.

We look forward to receiving your application.

Regards

Louise Betts  
Youth & Community Project Manager

## **About Louder Than Words**

Louder Than Words is a unique drama group for disabled young people aged 7+ - 15. Each week young people can have fun, make friends and learn new skills in drama, music and storytelling in a supported and friendly environment with a team of experienced practitioners.

Sessions are planned with the individual needs of young people in mind and delivered in a way which supports each group member's development and participation and plays to their strengths.

Louder Than Words provides a structured, safe space for participants to be themselves, celebrate their differences, and tell their own stories around a theme and participate in our annual youth theatre sharing.

*"Monday drama is one club that she just can't wait to get to. When she is with you she can completely be her own person, follow & use her own ideas or just "be". There is nothing else like this on offer in Bristol."* Parent

*"I don't like it here... I LOVE it here"* Participant

*"Thank you for putting so much effort into adapting the session to support him he told us about being a cowboy on the way home."* Parent

## **Summary of main terms and conditions**

### **Job title**

Participation Assistant

### **Reporting to**

Louise Betts, Youth & Community Project Manager

### **Location**

Travelling Light studio, Wellspring Settlement, 43 Ducie Road, Bristol BS5 0AX. You may on occasions be required to work from other locations within the Bristol area.

### **Project dates and times**

Louder Than Words runs for ten weeks during school term time at the following times:

Mondays 17.00 – 19.00, session time 17.30 – 18.30

Spring Term Dates: Monday 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> January, Monday 5<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> February, Monday 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> March.

### **Rate of Pay**

This post is offered on a casual PAYE contract at an hourly rate of £15 per hour for 2 hours per week during the 10 week term. You will also need to attend occasional team meetings, staff reviews and training which are paid at the same rate.

### **Contract dates**

This contract is initially for the Spring term of Louder Than Words only (see project dates and times) with the view to renewing the contract for future terms, if the participant continues to attend the group.

### **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 and safer recruitment.**

Due to the nature of our work all employees are required to have a current (within 3 years) enhanced DBS check. In addition two references will be asked for if candidates are successful.

**Data Protection**

Data collected will be processed and held in accordance with the UK General Data Protection Regulations 2018. Information contained within your CV 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 your CV. By submitting your CV you agree to Travelling Light holding your details on file for future reference for a period of 3 years.

**Equalities Statement**

We are committed to promoting diversity, inclusion and equity 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.

Travelling Light works with a very wide range of children and young people from diverse ethnic and socio-economic backgrounds, who are both disabled and non-disabled, and with a range of lived experiences. We seek to reflect this diversity in the artists and staff that we employ.

We welcome applications from people from the widest possible diversity of background, culture and experience. Potential applicants are welcome to contact us for an informal conversation regarding any access needs related to the role or application process.

## **Job Description**

### **Purpose of the role**

The post holder is responsible for supporting one Louder Than Words participant to access the weekly Travelling Light's Louder Than Words youth theatre group. The participant is a BSL user.

### **Key accountabilities:**

- To facilitate good communication using BSL between the participant and facilitation team. This will include translating instructions, ideas and conversations between the team and the participant during weekly sessions (10-week terms x 3 per academic year) at the Louder Than Words drama group.
- To participate in activities with the young person, offering guidance and support to engage with the activities.
- Work closely with the facilitator, other assistants and Youth and Community Project Manager to deliver pastoral care and ensure wellbeing of the young person.
- Support the clear, safe routines for all participants in the regular sessions.
- To occasionally lead warm up games and exercises as requested by the facilitator.
- Work with the team to develop the yearly sharing for family and friends and incorporate the development of this into weekly sessions.
- To set up and clear down materials or equipment before and after the sessions.
- To contribute to the pre-session staff briefing and post-session reflection sessions and session reflection notes.
- Work with the Youth and Community Project Manager to contribute to the evaluation of the Louder Than Words programme.
- Support one-off taster sessions, to be negotiated separately.
- Attend annual safeguarding training and other quarterly training or planning sessions as required.
- Liaise with the Youth and Community Project Manager to ensure the smooth running of group.
- Adhere to Travelling Light's ethos as well as Health & Safety, Safeguarding, Equality & Diversity and Code of Conduct policies at all times.

## Person Specification

**Essential Experience** (assessed at application stage - candidates must be able to demonstrate experience in these areas in order to be shortlisted. These attributes could be demonstrated in different ways, for example, through work experience, voluntary work, education or lived experience.)

- BSL User to Level 2
- Experience of working with children and young people.
- Experience of working in a team to deliver activities or workshops with children and young people.
- Awareness of Safeguarding and Child Protection issues within a group setting.

**Desirable Experience** (assessed at application stage. These attributes could be demonstrated in different ways, for example, through work experience, voluntary work, education or lived experience.)

- Experience of working with disabled children and young people.
- An understanding of the Barton Hill community.
- First aid qualification.
- Experience of delivering creative activities with children and young people

**Skills/Attributes** (to be explored at interview stage - candidates do not have to evidence these in their initial application)

- Ability to support a varied and diverse range of drama games and activities.
- An understanding of, or a willingness to learn, about disability and inclusive practice. For example, the social model of disability, listening to young people, reflection and learning.
- Ability to work well with young people and nurture ideas.
- Ability to work with a team.
- Strong communication Skills.
- Excellent time management skills.

**Qualities/Values:** (to be explored at interview stage - candidates do not have to evidence these in their initial application)

- Shares Travelling Light's values of putting children and young people at the heart of all our work.
- Dedicated to producing the highest quality experiences for our young people and their families.