

**The Cracked Slipper Company CIO working for The Drama 4 Change Project**

**Job Description and Specification**

Post Title: Youth Engagement Officer

Location: Remote working

Hours of work: 5 hours per week (some timetable flexibility)

Rate of pay: £15 per hour

Job type: Freelance, 1 year fixed-term contract,   
(possible extension following successful review)

Responsible to: The Cracked Slipper Company board of Trustees

**The Drama 4 Change Project Background**

Drama 4 Change is a free-to-attend drama group which focuses on issue-based drama. We started in early 2020 with a drama group for 10-16-year-olds, and added a 16-25-year-olds group in September 2020, thanks to Lottery funding. Our aim is to provide a safe, supportive, positive and engaging environment for young people who would not normally be able to access the arts due to social or financial barriers. We want to help young people to gain new skills, increase confidence, and to feel supported and respected. We want to help young people who are disengaged, have little confidence, or feel excluded to be able to gain the ability to thrive, shine and reach their aspirations. We want to give young people a voice so that they can tell us what issues affect young people and help them to choose the right path, invest in their local area as an ambassador, help other young people and make a difference in their community.

**Purpose of Post**

* To be part of the Cracked Slipper Company, delivering a youth engagement programme for the Drama 4 Change project and raising awareness of The Cracked Slipper Company and the Drama 4 Change project.
* Responsible for networking and identifying and establishing partnerships with key youth organisations, schools and charitable groups across Herefordshire.
* Create greater accessibility, engagement and positive outcomes for young people and help all young people to feel included.
* Reach out to harder-to-reach groups of young people who are disengaged, promote referrals and encourage participation in weekly Drama 4 Change groups.
* Encourage young people to participate in The Drama 4 Change youth volunteering programme, providing opportunities for young people to gain experience and skills for their future progress.

**Tasks to Undertake**

* Develop & support delivery of the Drama 4 Change youth engagement programme.
* Build and develop new & existing partnership work with youth organisations, schools and third sector organisations.
* Work with local schools to develop (workshops, arts engagement) in partnership with Drama 4 Change practitioners.
* Promote and raise awareness of the work of The Cracked Slipper Company and the Drama 4 Change project. (Attend school workshops and events, networking events, fundraising events and any other events that may offer promotional opportunities for The Cracked Slipper Company).
* Be a direct contact for Drama 4 Change, provide information and support new members and referrals to the Drama 4 Change groups and volunteering programme.
* Communicate new referrals and contact information to the Company secretary to support registration and data protection.
* Support the development of a youth volunteering programme, identify young people’s needs and provide opportunities to gain skills and experience to help them reach their potential within The Cracked Slipper Company, or in further education and careers.
* Work collaboratively with The Cracked Slipper Company committee - a small organisation who support one another – and with drama practitioners and volunteers to support the delivery of the Drama 4 Change project and future aims and objectives.

**Other Duties**

* Responsible for the Health and Safety of yourself and others who you interact with and undertake appropriate Health and Safety Reviews, risk assessments in relation to activities.
* Safeguarding & Protection of vulnerable groups; a full, clear DBS check will be required.
* Provide monthly reports to The Cracked Slipper Company committee.
* Attend training (such as Safeguarding), as required by The Cracked Slipper Company.

**Personal Specifications**

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|  | Essential | Desirable |
| **Experience** |  |  |
| Demonstrable experience of working directly with young people | √ |  |
| Demonstrate experience in the development and delivery of strategies to successfully engage, interact and promote development with young people | √ |  |
| Experience in planning and delivering youth sessions and activities | √ |  |
| Experience of working with a range of organisations and representing the views of young people | √ |  |
| **Skills and Knowledge** |  |  |
| Ability to engage with young people | √ |  |
| Ability to motivate others and work as part of a team |  | √ |
| Ability to work independently | √ |  |
| Understanding of the issues facing young people | √ |  |
| Understanding and commitment to Equal Opportunities policies | √ |  |
| Knowledge and understanding of relevant legislation, especially regarding children’s rights, promoting inclusion and safeguarding. |  | √ |
| **Attributes/other requirements** |  |  |
| Good Communication Skills | √ |  |
| Good organisation skills and the ability to manage your own time | √ |  |
| Able to work flexibly to meet requirements of the role |  | √ |
| A commitment to the values and vision of The Cracked Slipper Company | √ |  |