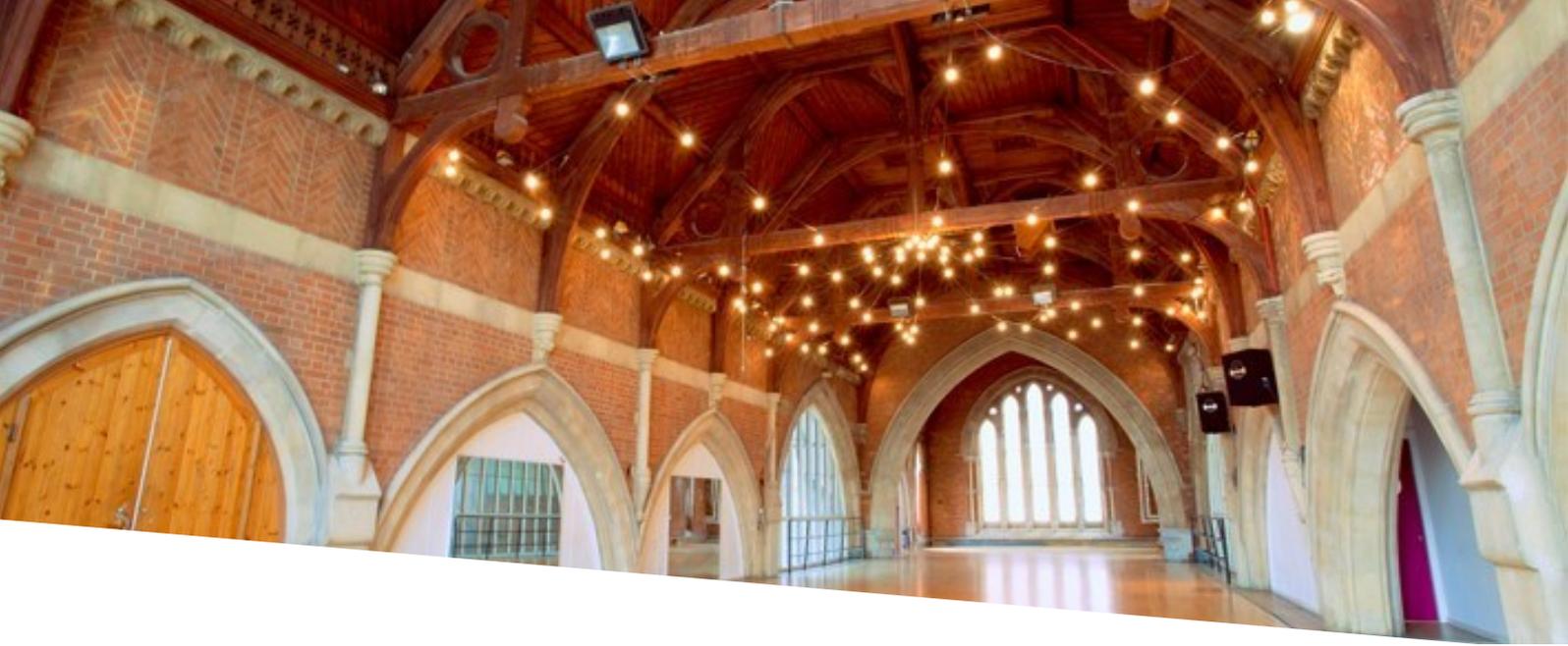


# JACKSONS LANE

NORTH LONDON'S  
CREATIVE SPACE

## APPLICATION PACK YOUTH PROJECT MANAGER





# WORKING AT JACKSONS LANE

Working life at Jacksons Lane is vibrant and exciting, with our building hosting a wide range of different activities throughout the year including lots of cross-departmental collaboration. As an organisation, we strive to create excellent customer experiences in all aspects of our work, whether that be with our artists, our audiences, participants in our creative learning programme, or users of our studio spaces and facilities.

Our team is made up of a group of highly passionate and enthusiastic people, focused on making a real difference to those individuals that we work with. By recognising the strengths and unique qualities of each member of the team, we work with a generosity of spirit and a respect for each other, acknowledging that we are ultimately working towards the same goals and that it is only through a unified approach that we are able to achieve this.

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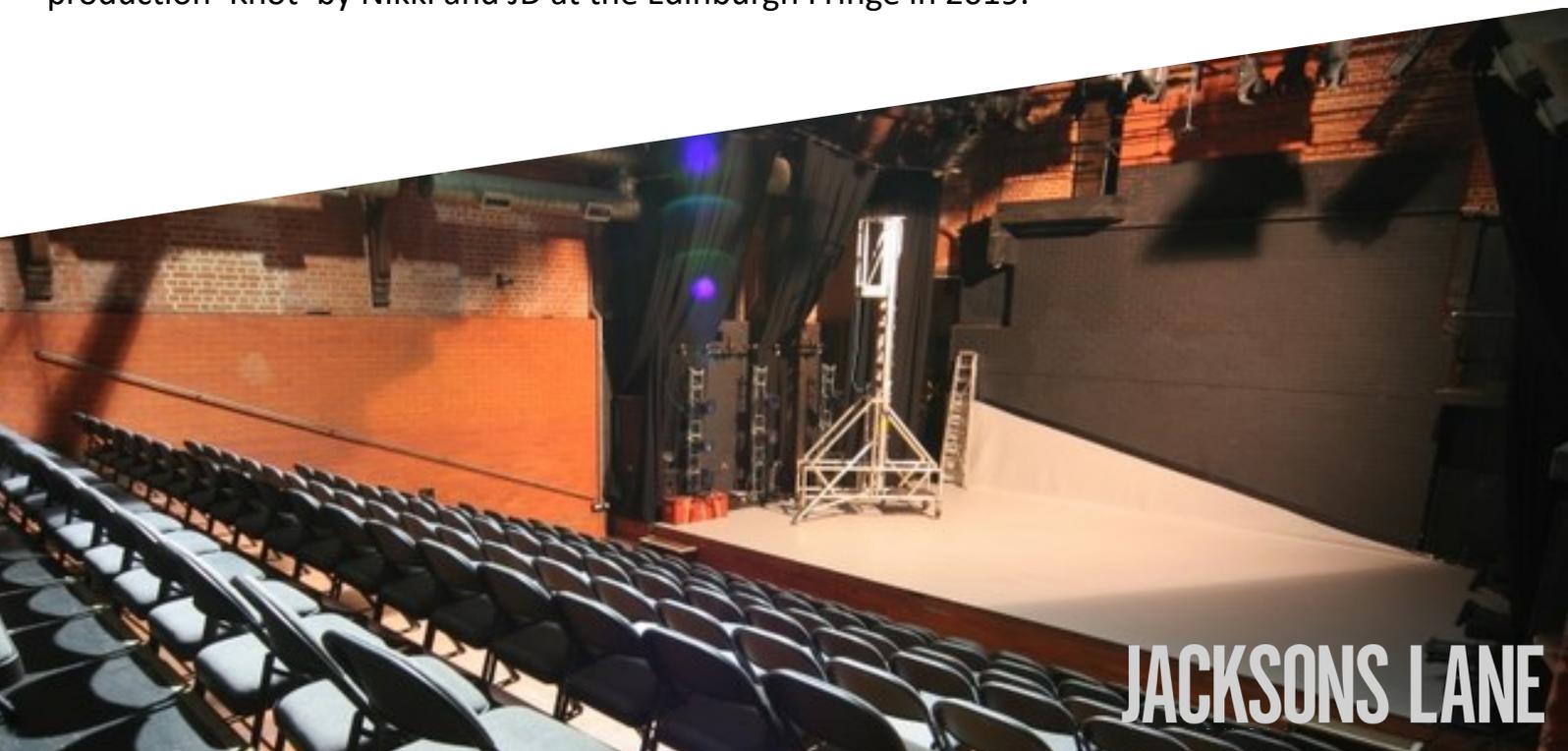
# ARTISTIC



Jacksons Lane is the leading presenter, supporter and producer of contemporary circus in the UK. We nurture artists through Artist residencies, mentoring and advice, and by providing theatre space for previews and scratch performances, in addition to premium studio space to devise and rehearse new work. Our 170 seat auditorium hosts a variety of events throughout the year including our own Postcards Festival. As one of the leading venues for the London International Mime Festival we also showcase our other core artistic strand of Physical and Non- Verbal Theatre alongside our programme of Family Performances.

We have strong networks throughout the industry, both nationally and internationally, and we represent Jacksons Lane and the UK Circus scene at a variety of industry events across the world. We are passionate about providing a platform at Jacksons Lane to showcase international work, and currently around 40% of our visiting artists come from outside the UK, across over 60 countries and as far as Australia and Canada.

As an Arts Council England National Portfolio Organisation we also produce and coproduce our own work, which we tour both in the UK and abroad in order to bring British work to an international audience. We have won multiple awards for this work including our highly successful production 'Knot' by Nikki and JD at the Edinburgh Fringe in 2019.



**JACKSONS LANE**



# CREATIVE LEARNING

With its roots as a community centre, Jacksons Lane remains an essential hub for arts and community work in North London. With over 65,000 visitors to our venue each year we work hard to overcome traditional barriers to the arts by collaborating with our community partners and funders to make the arts more accessible. We focus on using the arts to increase confidence, reduce isolation and improve overall wellbeing.

Our comprehensive Creative Learning programme works directly with over 1,000 people across all ages each year and provides creative and wellbeing activities to older people in supported housing schemes, theatre projects that focus on women's safety and a range of activities for young people including JL Circus, a series of workshops and classes teaching circus skills to young people. Our work has continued online throughout the pandemic through the 'Quarantine Sessions' and 'Lockdown Lunch' with great success. Feeling Good is Jacksons Lane's project to help reduce social isolation as a result of the COVID-19 pandemic. We partner isolated and vulnerable people with friendly volunteers, and through regular conversation and creative and wellbeing activities our beneficiaries gain confidence and are able to reconnect to their community.

Since it began 45 years ago, Jacksons Lane has also run an event on Christmas Day, each year inviting socially-isolated older adults to our building and providing them with food, gifts and entertainment. This year, despite the restrictions imposed by the COVID-19 pandemic, we were still able to reach out to 250 older adults across our area through a delivery service of food and gifts while still providing the all important social contact and friendly conversation.



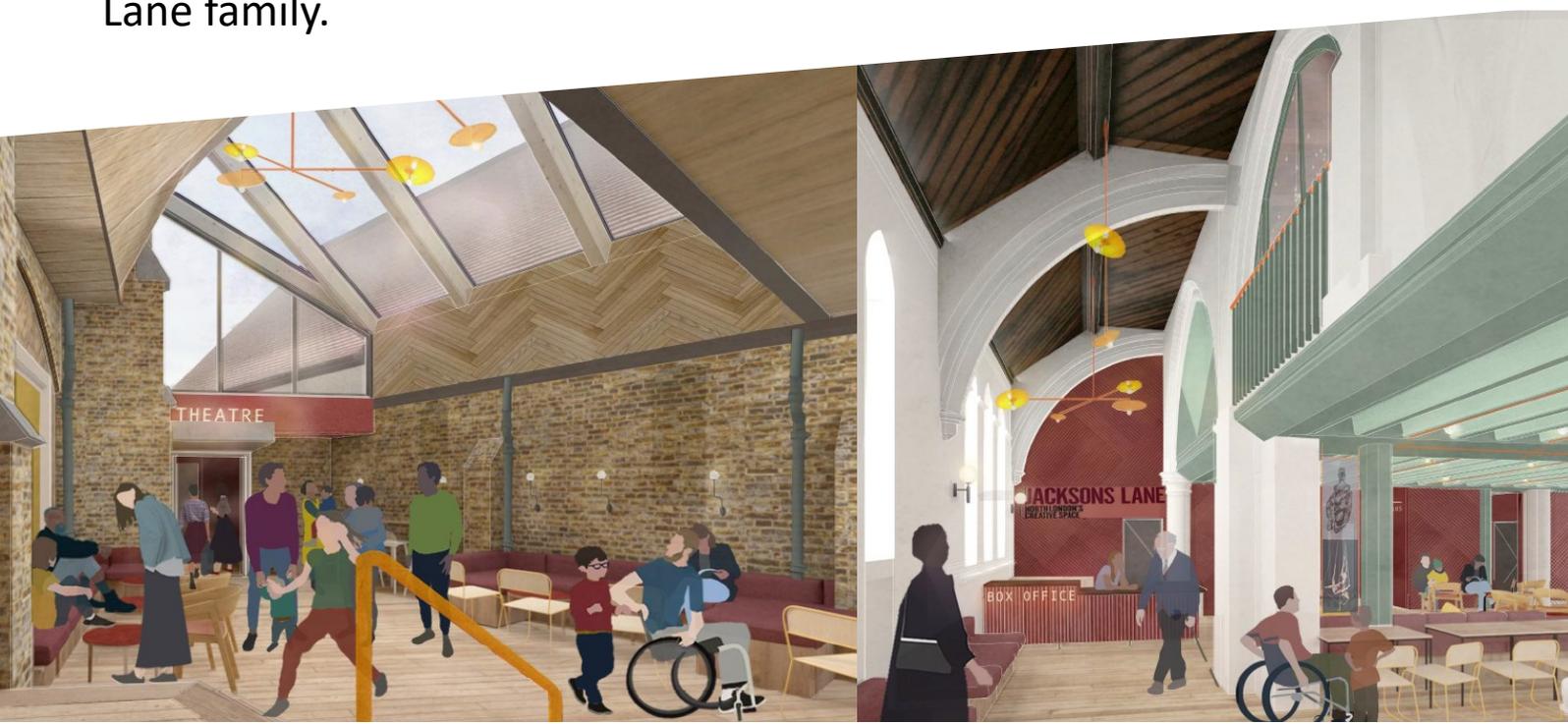
**JACKSONS LANE**

# OUR NEXT CHAPTER

In order to continue our vital work and to ensure we are well-positioned to meet future demands, Jacksons Lane closed in November 2020 to begin work on a long anticipated Capital Refurbishment project. The works have been designed to reimagine the spaces in our home on Archway Road, to enable us to provide an exceptional cultural experience for everyone who visits our venue.

Working with award-winning architects Citizens Design Bureau, the project is also ensuring that Jacksons Lane will be fully accessible for the first time and will ensure our environmental and financial sustainability. The much needed renovation of our historic building will improve our studios and theatre for both artists and audiences, and upgrade our facilities so they are more welcoming to all visitors and users.

Our building is slowly reopening with the full facilities expected to be available in early January 22. We can't wait to see our building full of activity, and to be able to share the space with our extended Jacksons Lane family.



# JOB DESCRIPTION

<b>Reports to:</b>	Head of Creative Learning
<b>Responsible for:</b>	Circus facilitators, Design Facilitator, Technical Support, Volunteers, Work Placements/Interns
<b>Hours of work:</b>	3 days a week, term time only. (Monday, Wednesday and Thursday) plus additional projects. Delivery of sessions happens after school hours and during holidays. Potential to increase the role to 4/5 days a week subject to funding
<b>Contract period:</b>	Part time. One-year fixed term contract. (1st April 2022 to 31st March 2023)
<b>Remuneration:</b>	Up to £28,000 (pro rata) per annum
<b>Annual Leave:</b>	28 days/annum including public holidays. (Holiday year runs April-March)

## Main objectives of the post:

To manage and deliver Jacksons Lane's youth project in the targeted areas of Tottenham, Seven Sisters and Wood Green. This role will be responsible for liaising with the communities, making sure that workshops are delivered to a high standard with best practice, engaging young people in the project, organising public performances, monitoring participants and ensuring our youth programme becomes a positive influence on the communities and the young participants.

## Outline of Responsibilities

### *Supporting Young People*

- To promote our youth projects to young people through local estates, schools, youth groups and forums to make sure young people are aware of the project and it is well attended.
- To plan/deliver exciting drama and circus workshops to young people on a weekly basis.
- To hire and contract circus and drama practitioners and other project staff and ensure sessions and activities are staffed as necessary.
- To support practitioners so that the workshops are safe and enjoyable for all.
- To recruit participants for the project working in collaboration with the Creative Learning team.
- To recruit and support volunteers in the project
- To creatively devise and direct performances, incorporating both drama and circus, throughout the year and to oversee and deliver these performances.
- To deliver holiday projects supporting young people to deliver their own circus themed community day.
- To work closely with youth workers, staff, volunteers from partner venues and Haringey Council staff to ensure that the project runs smoothly.
- To follow Jacksons Lane Child Protection Policy and ensure safeguarding is at the core of all activities and training is reviewed and refreshed every year.
- To respect the views of the young people and create an environment where young people have ownership of the programme and to run Jacksons Lane's Youth Board.
- To make sure that the focus within the workshops, performance and project is on the outcomes of the project for young people.
- To develop with the young people their own behavior policy for the project.
- To support young people with the Jack Petchey Award Scheme.
- To liaise with parents to promote activities, support the young people and obtain all the necessary permissions.
- To be aware of and pursue any partnerships and opportunities that are relevant to the project and to represent Jacksons Lane's youth project in the relevant networks.

# JOB DESCRIPTION CONTINUED...

## *Administration and Financial Responsibilities*

- To be responsible for the weekly admin of the project including registers, registration forms, weekly session reports and general enquiries.
- To be responsible for the monitoring and evaluation of the project using Upshot and working closely with the head of Creative Learning to write annual reports for funders
- To keep up-to-date databases of participants' details (emergency contacts, details of health) that are secure (working with GDPR guidelines) and able to be used in an emergency.
- To communicate with all stakeholders for the success and smooth running of the project through email, phone, social media and copy for website and publications.
- To assist in the creation of any Risk Assessments with the Head of Creative Learning.

## *Budget Responsibilities*

- To manage the project budget, liaising with the Head of Creative Learning and the Finance Manager, to ensure projects are delivered within budget.

## *Fundraising Responsibilities*

- Actively network, research and identify sources of funds to enable the Jacksons Lane's Creative Learning programme for young people to achieve its targets;
- Assist in securing additional resources through funding bids and other methods (e.g. sponsorship campaigns, fundraising events and in-kind support) for Jacksons Lane's programmes for young people and families;
- Work with the Head of Creative Learning to ensure high quality bids are prepared and delivered to deadline for project funding; write and edit applications as required;
- Ensure compliance with grant contracts in terms of monitoring, reporting and payment, using Upshot as a tool for monitoring and evaluation data management;
- Raise funds for the core costs of the organization including for this post through fundraising for our young people's projects.

## *General*

- Maintain an overview of the wider work of Jacksons Lane
- Ensure the intentions and requirements of Jacksons Lane's Equality and Diversity Policy are applied at all time.
- Ensure appropriate access arrangements are made, taking into account the provisions of the Disability Discrimination Act
- Ensure that Jacksons Lane demonstrates best practice in its Safeguarding Policies and procedures.
- Any other duties or responsibilities that might be reasonably requested by the Head of Creative Learning, Joint CEO's and Board of Trustees

# PERSON SPECIFICATION

<b>Skills and Abilities:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent delivery of exciting drama and/or circus workshops in a variety of settings.	X	
Ability to work with and motivate young people who may have no experience of circus/drama and mixed ability groups.	X	
Ability to create a safe and positive environment for everyone and manage challenging behavior.	X	
Ability to communicate professionally with parents, venue staff, partners and funders.	X	
Ability to create devised performances from young people's ideas and direct them to a high standard.	X	
Ability to work with cross art forms.	X	
Good administration skills in keeping reports, up to date data and evaluations.	X	
Ability to support and motivate other staff in the delivery of workshops.	X	
Ability to create written reports for funders.	X	
Ability to deliver Arts Award.		X
Ability to use Upshot monitoring system.		X
<b>Experience:</b>		
Experience with working with young people, specifically 4-18 year-olds.	X	
Experience of delivering high quality drama sessions in a variety of settings.	X	
Experience of creating public performances.	X	
Experience of working with hard to reach communities.	X	
Experience in following Child Protection policies.	X	
Experience of managing budgets.	X	
Experience of putting together the technical aspects of a show in a professional theatre space.		X
<b>Knowledge:</b>		
Knowledge of Child Protection procedures.	X	
Knowledge of IT especially Word and Excel.	X	
Knowledge of the Borough of Haringey.		X
Knowledge of Jack Petchey Award Scheme.		X
First Aid Certificate.		X
Knowledge of GDPR.		X
<b>Personal Attributes</b>		
Enjoy working with young people.	X	
Willing and able to travel to and around the Borough of Haringey.	X	
To be self-motivated and be able to work as part of a team.	X	
Willing to undergo a fully enhanced DBS check.	X	
Have an interest in the achievements of young people.	X	
Be willing to learn and participate in the circus workshops.	X	
Have a healthy interest and knowledge in theatre techniques and the arts.	X	

# APPLICATION DETAILS

Jacksons Lane has a strong commitment to increasing the diversity of our staff. With this in mind, all candidates who indicate that they are from an ethnically or culturally diverse background, and who feel they meet the Essential Criteria of the Person Specification will be guaranteed an interview.

To apply for the role:

- 1) Complete the Application Form
- 2) Complete an Equal Opportunities form
- 3) Send both documents to [recruitment@jacksonslane.org.uk](mailto:recruitment@jacksonslane.org.uk), including 'Youth Project Manager' in the subject line of the email.

Both forms are available on our website, alongside this recruitment pack. Should you need to submit your application in another way for accessibility reasons please do get in touch.

<b>Application deadline</b>	12pm, Wednesday 3rd February 2022
<b>Interviews (via Zoom)</b>	Week Commencing Monday 7th February
<b>Preferred Start date</b>	1st April 2022

If you wish to discuss the role before you apply, we would like to invite you to attend an informal 1:1 Zoom chat with a member of the team. To take up this opportunity please email [recruitment@jacksonslane.org.uk](mailto:recruitment@jacksonslane.org.uk) to arrange a time.

We will respond to all applicants, and contact after the closing date to invite to interview should your application be progressed to the next round.

Interviews will take place online via zoom, with questions sent out in advance to allow for preparation. Should you have any specific requirements for the interview process, please do get in touch.