Jacksons Lane
Youth Project Manager
Recruitment Pack

Working life 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 a 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.

Our Artistic Work

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.

Our Creative Learning Work

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, reduces 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.

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.

The General Manager role (Operations) will be vital in ensuring that the operations, facilities and licensing are all in place, and that we get to know the building well after reopening.

Communities and Volunteers Project Manager
Job Description

**Reports to:** Head of Creative Learning

**Responsible for:** Freelance artists/facilitators, volunteers, work placements

**Hours of work:** Core working hours are 10.00am-6.00pm Monday to Friday. Out of office hours (including weekends, evenings and early mornings) will occasionally be required, however a time off in lieu (TOIL) system is in operation. This position also requires working on Christmas Day.

**Contract period:** Full time. One-year fixed term contract. (1st February 2022 to 31st January 2023)

**Remuneration:** Up to £28,000 per annum

**Annual Leave:** 28 days/annum including public holidays.
 *(Holiday year runs April-March)*

Main objectives of the post

To coordinate and deliver Jacksons Lane’s work with older communities in the borough of Haringey to reduce isolation, improve wellbeing and increase community engagement for older people.

Overview of Responsibilities

*Creative and project management*

* In conjunction with the Head of Creative Learning, lead on Jacksons Lane’s work with older communities across Haringey and North London, including Together, Feeling Good, Feeling Connected, Christmas Day and other projects and initiatives as appropriate. A minimum of 2 days per week are to be spent on the Together project;
* Promote projects, activities and initiatives to the wider community of Haringey and other North London boroughs, engaging older people and local community groups to participate;
* Plan and deliver arts-based, social and wellbeing activities in collaboration with freelance artists, council services, partner organisations and community groups focusing on high quality and best practice;
* Lead on the organisation of all activities, events and sharings, being the first point of contact in the project for all participants and project partners;
* Recruit freelance artists and performers for social activities;
* Ensure that older people’s ideas and interests are at the heart of our projects;
* Ensure best outcomes for beneficiaries;
* Create positive partnerships with health services, local council services and arts and community organisations and work collaboratively with them to ensure best outcomes for beneficiaries;
* Build positive relationships with Homes for Haringey team and their supported living schemes managers;
* Work collaboratively with all partner organisations to ensure there are clear links between projects and develop ways for beneficiaries to access different venues and activities on offer across the borough;
* Ensure the wider community is aware of all aspects of the project and engages with both the digital and media elements;
* Represent Jacksons Lane’s in relevant networks and forums as necessary;
* Work as part of the wider team at Jacksons Lane, ensuring good communication with other team members and getting involved with other initiatives across the organization.

*Administration and finances*

* Be responsible for the monitoring and evaluation of all projects and activities and prepare reports to funders;
* Keep registers and monitoring information up-to-date on Upshot;
* Working in conjunction with the Head of Creative Learning, design frameworks to monitor individual projects, ensuring the inclusion of quantitative and qualitative data;
* Manage the budget liaising with Jacksons Lane’s finance manager and Head of Creative Learning making sure projects come in on budget;
* Keep up-to-date databases of participants and volunteers details (emergency contacts, details of health and access needs) that are secure and GDPR compliant, and able to be used in an emergency;
* Communicate with all stakeholders for the success and smooth running of projects through emails, phone and copy for publications;
* Prepare Risk Assessments for all projects and activities, liaising with venues and project partners as necessary, to ensure safety;
* Be responsible for the activities’ high quality and safety through the understanding and delivery of actions based on our Vulnerable Adults Protection and Health and Safety policies;
* Work with the organization Designated Safeguarding Lead to ensure the relevant safeguarding procedures are in place to ensure a positive experience of older adults.

*Volunteer recruitment and management*

* Develop good practice policies and procedures in volunteer management and ensure Jacksons Lane staff are fully trained in these practices;
* Develop and maintain links with local community groups and other organisations and businesses in order to recruit volunteers;
* Promote volunteering opportunities via Jacksons Lane’s website and social networks, volunteer fairs and community events, as well as local and regional networks;
* Match volunteers with suitable volunteering opportunities within Jacksons Lane’s projects;
* Coordinate, develop and deliver appropriate training for volunteers;
* Monitor and review volunteer placements to ensure volunteers receive sufficient support and achieve their goals;
* Develop and maintain good working relationships and referral pathways with relevant organisations who provide training and volunteering opportunities for volunteers.

*Fundraising*

* Actively network, research and identify sources of funds to enable the Jacksons Lane’s Creative Learning programme for older adults 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 older communities and volunteering;
* 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 the older communities and volunteer projects.

*General Responsibilities*

* 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;
* Ensure appropriate access arrangements are made, taking into account the provisions of the Disability Discrimination Act;
* To ensure that Jacksons Lane demonstrates best practice in its Safeguarding policies and procedures.
* Undertake any other duties that may reasonably be expected by the Head of Creative Learning, Joint CEO’s and Board of Trustees.

Person Specification

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| **Skills and abilities:** | **Essential**  | **Desirable** |
| Excellent delivery and planning of engaging activities and social events for older adults in a variety of settings | X |  |
| Ability to devise and implement project plans and deliver on project outcomes | X |  |
| Ability to work with and motivate older adults who may have no experience of creative activities and mixed ability groups | X |  |
| Ability to create fun events including other people’s ideas and deliver them to a high standard | X |  |
| Ability to work with different art forms including visual arts and live performance |  | X |
| Excellent communication skills and ability to create positive working relationships with project beneficiaries, volunteers and freelance artists | X |  |
| Ability to create positive partnerships with community stakeholders | X |  |
| Good administration skills in keeping reports, registers and up to date data and records | X |  |
| Ability to undertake detailed evaluation and create detailed reports on the findings | X |  |
| Ability to support and motivate other staff in the delivery of workshops | X |  |
| Ability to recruit, support and work with volunteers to ensure best practice and positive experience | X |  |
| Understanding of marketing and how to promote Jacksons Lane |  | X |

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| **Experience:** |  |  |
| Experience with working with communities, especially with older adults | X |  |
| Experience of supporting participants who may have physical disabilities, access or mental health requirements, including dementia |  | X |
| Experience of delivering high quality workshops in a variety of settings | X |  |
| Experience of working in partnership with professional artists and practitioners | X |  |
| Experience of creating public performances and fun social events | X |  |
| Experience of developing positive, creative relationships with community groups | X |  |
| Experience of working with hard-to-reach communities | X |  |
| Experience in following safeguarding policies | X |  |
| Experience of managing budgets | X |  |
| Experience of recruiting, managing and supporting volunteers | X |  |

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| **Knowledge:** |  |  |
| Knowledge of safeguarding, health and safety and Covid-19 practices | X |  |
| First Aid Certificate |  | X |
| Good working knowledge of software packages especially Word and Excel | X |  |
| Knowledge of the Borough of Haringey |  | X |

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| **Personal attributes and other requirements:** |  |  |
| Willing and able to travel to and around North London | X |  |
| Self-motivated and be able to work as part of a team | X |  |
| Able to work independently and from home | X |  |
| Have an interest in the achievements and well-being of older people | X |  |
| Have a healthy interest and knowledge in 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.

Please note, previous applicants need not reapply.

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****,**

**including ‘Community and Volunteers 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.

**Application deadline** Tuesday 1st March at 12pm

Applications will be received and shortlisted on a rolling basis until the deadline. We reserve the right to close applications early should sufficient applications be received.

**Interviews *(via Zoom)*** To be scheduled based on candidate availability as and when applications are received

**Preferred Start date**  As soon as possible

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 to arrange a time.

We will respond to all applicants, and will 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 12 hours in advance to allow for preparation. Should you have any specific requirements for the interview process, please do get in touch.