



NORTH WALES HUB COORDINATOR VACANCY

Hijinx, a not-for-profit professional theatre company, casts learning disabled actors in award-winning productions which tour the world.

We have a network of 60+ trained actors alongside over 70 community participants around Wales who have learning and developmental disabilities including Down's Syndrome, Autism and Asperger's Syndrome.

This is a brilliant opportunity to join the team at Hijinx, one of the UK's leading inclusive theatre makers and providers of performance training for actors with learning disabilities and/or autism.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we provide opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training. While Drama Foundations provides the opportunity to learn essential life skills and confidence through drama, music and movement, we currently run three groups. Alongside, we run two young people's theatre groups (Bangor and Cardiff) and our inclusive community theatre group Odyssey in Cardiff.

Following the challenges of Covid-19, we are now slowly return to face-to-face Academy training, community activities, and productions, following over a year of digital delivery. Over the coming months we will continue to create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories. Alongside this, we will be developing of our film programme, promoting our actors to the wider arts and creative industries, and refining our award-winning communications training to respond to post-Covid needs.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible band of freelancers and volunteers. We develop and encourage our employees to grow in their roles and to be the best they can be. We aspire to have a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work. If this sounds like the place for you, then read on!

THE ROLE

We are currently recruiting for a part-time Coordinator for our North Wales hub to support the Hijinx Academies and Pawb activities in this area. This is a great opportunity to join this busy and exciting theatre company and make a positive impact.

The North Coordinator is responsible for the effective and efficient co-ordination of Hijinx's range of Academy and community activities in North Wales in support of the Heads of Departments - including Academy training, Drama Foundations courses, and Young People's Theatre- , to ensure they deliver high-quality experiences for all of our participants. To succeed in this role, you will need to be an organised, self-directed team-player with strong communication skills.



The successful candidate will collaborate closely with Department Heads to support all our activities in North Wales, represent Hijinx at sessions, provide welfare and safeguarding oversight, and deliver all the associated administrative tasks. As well as active participation in our sessions you will support recruitment for our activities, make sure that all our participants are well supported and be the first point of contact for any enquiries. You'll be the face of our North activities and will need to build excellent relationships with partners to maintain our high standards for delivery.



JOB DESCRIPTION

Job title:	North Wales Hub Coordinator
Line Manager:	Academy Director / Head of Pawb
Length of contract:	Permanent
Based at:	This role will primarily based on location with Hijinx activities across North Wales, currently Bangor and Colwyn Bay – some administration time will also be spent working from home or from TAPE/Pontio.
Salary:	£18,00-21,000 (pro rata)
Hours:	Four days per week with some evening and weekend work for which time off in lieu is given
Holiday entitlement:	25 days annual leave (pro rata for part-time and fixed term contracts) plus statutory bank holidays
Notice period:	One months' notice after successful completion of the probationary period
Safeguarding:	Offer of employment is subject to an Enhanced DBS check
Right to work:	The successful applicant will be required to provide documentation of their right to live and work in the UK
Covid-19	At Hijinx we strongly encourage all staff, actors and participants to get their Covid-19 vaccines when offered. We have strict health and safety measures in place to protect everyone working with Hijinx, including detailed Covid-19 protocols.
References:	All offers of employment are subject to the receipt of two satisfactory references

Overview

As part of our Academy and Pawb teams, the North Coordinator will provide the essential organisational assistance to support the Heads of Department in the smooth delivery of our training activities. This is a varied role where no two days will be the same.

The North Coordinator is responsible for the co-ordination of Hijinx's range of Academy and community activities in North Wales - including Academy training Drama Foundations courses, and Young People's Theatre- ensuring they deliver high-quality experiences for all of our participants.

The successful candidate will collaborate closely with Department Heads to support all our activities in North Wales, represent Hijinx at sessions, provide welfare and safeguarding oversight, and deliver all the associated administrative tasks in an efficient and timely way



As well as active participation in our sessions you will support recruitment for our activities, ensure that all our participants are well supported, and be the first point of contact for any enquiries. You'll be the face of our North activities and will need to build excellent relationships with partners to maintain our high standards for delivery.

Key responsibilities

Activities

- Be present at sessions and support the smooth running of activities, working in collaboration with freelance tutors, facilitators, volunteers, and Hijinx staff.
- Act as the first point of contact for Hijinx activities in north Wales.
- Support learning disabled and/or autistic participants and the venues of our activity, in developing inclusive practice, ensuring accessibility.
- Undertake the day-to-day administration of Hijinx activities in north Wales – including maintaining accurate records and registers.
- Ensure regular contact with all activities and participants in north Wales
- Work with other departments in Hijinx to develop projects in connection with Hijinx activity.
- Maintain excellent working relationships with current and potential participants , parents/carers, the freelancer team and volunteers, social enterprise partners, local authorities and venues

Safeguarding, Welfare and Wellbeing

- Remain up to date with and ensure compliance with Hijinx policies and procedures, particularly those concerning participant and freelance workers safety, particularly well-being and safeguarding and report any concerns to the Academy Director and Head of Pawb.
- Monitor training requirements for permanent and freelance workers in North Wales and ensure that all training is up to date and recorded accurately (in collaboration with Academy Director and Head of Pawb)
- Work with Academy Director, Head of Pawb and other departments to ensure the implementation of best practice in North Wales.
- Ensure all Enhanced DBS checks are up to date for those working in North Wales.

Other

- Represent Hijinx to external stakeholders and positively promote the organisation at all levels.
- Participate in any internal or external training and development provided by the charity.

As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.



PERSON SPECIFICATION		
	Essential	Desirable
Skills & Abilities		
Ability to develop and maintain positive internal and external relationships at all levels	x	
Effective and engaging communicator	x	
Computer literate, able to learn and work with a range of office software packages	x	
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	x	
Able to handle personal data and information in a professional manner and in accordance with data protection legislation	x	
Ability to use own initiative with minimal supervision and deal with routine queries as they arise escalating to others as necessary	x	
Welsh Speaker		x
Ability to work creatively and collaboratively to solve problems and address challenges	x	
Ability to travel to venues across North Wales	x	
Experience		
Experience of providing administration support in a similar role	x	
Experience of interacting with learning disabled people in either a personal or professional setting		x
Experience of safeguarding in any setting		x
Experience in data entry and accurate record keeping	x	
Experience of working in a welfare role, supporting the well-being of others	x	
Attitude		
Highly motivated with a passion for the performing arts	x	
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	x	
Committed to inclusion and accessibility	x	
Passionate learner who is always striving to seek new ideas / approaches	x	
Handles difficult situations calmly and contributes to finding a way forward	x	
Shows sensitivity and respect to others	x	
Excellent team player, with a flexible approach to working practices	x	



TO APPLY:

If you think you are a good fit for the role and would like to apply, please send us:

1. A **current CV** telling us about your work experience to date – ensuring you highlight relevant experience, skills and qualifications. Please send this as a **Word** document.
2. A **covering letter** of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send as **Word** document.
3. A completed **Diversity Monitoring Form** – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.

Applications should be sent to hr@hijinx.org.uk by the closing date.

Applications will close at **12th December 2021 at midnight** with shortlisting taking place week commencing 13th December. Interviews will be scheduled for the week commencing 10th January 2022. If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on info@hijinx.org.uk.