



[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 around Wales who have learning and developmental disabilities including Down's Syndrome, Autism and Asperger's Syndrome.

TEAM ASSISTANT VACANCY – KICKSTART SCHEME

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.

Following the challenges of Covid-19, we are now slowly return to face-to-face Academy training, community activities, and productions, following 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!

ABOUT THE ROLE

We are currently recruiting for a six-month placement for a Team Assistant through the Kickstart Scheme – a government funded programme which supports the creation of six month paid work placements for unemployed young people aged 16-24.

This role offers national minimum wage, 25 hours per week over a 6-month contract. This will initially be a remote placement, requiring the applicant to work from home with office equipment provided by Hijinx until it is safe to come into our office at the Wales Millennium Centre in Cardiff. For full details on the role, responsibilities and experience required, please first check eligibility below. The next step is to speak to your Jobcentre advisor to find out how to apply.



JOB DESCRIPTION

Line Manager:	Head of Pawb
Length of contract:	6 months (2-month probation)
Based at:	As the Hijinx office in Wales Millennium Centre is currently closed, this role may have to work from home initially. Once the office opens, we anticipate a combination of working from home and the office, with travel to meetings.
Salary:	£9.50 per hour - 25 hours per week for six months
Hours:	Part-time, 25 hours per week, with some evening and weekend commitments 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
References:	All offers of employment are subject to the receipt of satisfactory references

Overview

The purpose of this role is to provide core organisational assistance to support the Hijinx team deliver our activities effectively.

The team assistant will be a crucial link between colleagues. They will be the first point of contact for external queries and support internal communications and team working. They will be providing key project assistance including maintaining accurate and up-to-date records, making logistical arrangements, and supporting the day-to-day finance and administration of Hijinx activities.

This placement offers the opportunity to work in an exciting and fast-moving environment, with an ambitious and agile team. The chance to help develop ideas with team members; have ownership of small projects; and have a meaningful contribution into larger ones. We are always open to new ideas and encourage team members to share their thoughts and suggestions and see them become real and tangible projects.

The role involves working across the organisation, contributing to the realisation of Hijinx's mission and vision and operating according to its values.



Key Responsibilities:

- Support the Heads of House to manage the team's digital and face-to-face activities
- Book tickets, travel and accommodation for the team as required
- Support recruitment and queries from potential participants, including liaising with key partners, individuals, and families.
- Maintaining records and information in our database Salesforce
- Work alongside colleagues to keep the Hijinx contacts database up to date, ensuring compliance with data protection legislation
- Support internal information sharing including updating shared diaries and project plans
- Act as a first point of contact for Hijinx on email and phone and support the management of shared email accounts
- Support the Head of House and Finance team in processing invoices and payments
- Coordinate and set up internal meetings, taking notes as required
- Tracking volunteer and placement student activity and hours
- Collating and inputting monitoring data for our activities
- Maintaining training and development records for the team
- To represent and positively promote the organisation at all levels

PERSONAL SPECIFICATION

Please note, you do not need to meet all of these criteria to apply, we welcome applications from those who feel they meet a majority and can demonstrate a desire to develop in the role. We can provide role-specific training and development as required.

Essential Skills
Ability to develop and maintain positive internal and external relationships at all levels
Effective communicator
Computer skills, with good experience of office software packages (eg MS Office, Xero, Salesforce, Zoom)
Organised, self-starter with excellent attention to detail
Able to handle personal data and information in a professional manner and in accordance with data protection legislation
Ability to use own initiative and deal with routine queries as they arise escalating others as necessary
Ability to work creatively and collaboratively to solve problems and address challenges
Essential Experience
Experience of providing administration support in a similar role
Experience in data entry and accurate record keeping



TO APPLY:

You must be referred to us via your Job Centre Work Coach for this role – just quote this code and ask them to refer you KS3D2E6C20/ CF10 5AL.

Once referred we would ask you to send:

1. A current CV telling us about your work experience to date – ensuring you highlight relevant experience, skills and qualifications.
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.
3. A completed Diversity Monitoring Form – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.
- 4.

Applications should be sent to sarah.horner@hijinx.org.uk

Applications will close at 9am on **15 December 2021**.

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