



Creative Coordinator – North  
Wales

Application Pack

Hijinx  
June 2023



# Welcome



Thank you for taking the time to find out more about Hijinx and our **Creative Coordinator – North Wales** vacancy (4 days per week). We're excited to share more with you! In this pack you will find some background information about Hijinx, full details on the role and how to apply.

Hijinx is one of Europe's leading inclusive theatre companies, striving for equality by making outstanding art with learning disabled and/or autistic actors on stage, on screen, on the street, in the workplace, locally, nationally and internationally for Wales and for the world.

As an organisation we are committed to what we do, and have a phenomenal sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, rich, and supportive culture, which we hope allows people to live their best, most authentic lives. We work hard, play hard and laugh a lot!

As we recover from the impact of the pandemic, and build up to new exciting projects, we are recruiting for some key roles in 2023 – all with the aim of creating a sustainable and resilient creative organisation.

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at [hr@hijinx.org.uk](mailto:hr@hijinx.org.uk)

Thank you for your time – we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

# About Hijinx

- We are a bold, pioneering theatre company working in Wales and across the globe.
- We are known for our acclaimed **theatre productions, community projects** and **communication training**.
- We train over 60 artists with a learning disability and/or autism (LD/A) in 5 academies across Wales.
- We tour the globe with our street theatre & theatre shows, in which Hijinx Actors create and perform alongside non-disabled actors.
- We produce films that change perceptions.



# Our Vision

A world where the arts and society are fully inclusive for Learning Disabled and/or Autistic people



# Our Mission

**Pioneer, produce and promote** professional and participatory opportunities in the arts and creative industries for LD/A people



# Our Values

- Integrity
- Ambition
- Equity
- Excellence
- Community



# Job Description: Creative Coordinator – North Wales

We are currently recruiting for a part-time Creative Coordinator – North Wales to develop and build the Hijinx Academies and PAWB activities in this area. This is a role for a creative thinker, committed to making a positive impact in their local area and building meaningful relations with the wider Wales community.



# Job Description: Creative Coordinator – North Wales

The North Coordinator is responsible for:

- Support the smooth running of activities, working in collaboration with freelance tutors, facilitators, volunteers, and the rest of the Hijinx team.
- Support learning disabled and/or autistic participants and the venues of our activity, in developing inclusive practice, ensuring accessibility.
- To be responsible for student safeguarding, welfare and wellbeing and report any absences, significant issues, or concerns to Academy Director / Head of PAWB following our safeguarding procedure.





# Job Description: Creative Coordinator – North Wales

We love that Academy and PAWB are practical spaces, with vibrant people to always ensure creativity is at the heart of provision. As part of our Academy and PAWB teams, the North Coordinator will provide the essential organisational support working with the Heads of Department to deliver our training activities. This is a varied role where no two days will be the same.



# Job Description: Creative Coordinator – North Wales

To succeed in this role, you will need to be an organised, self-directed team-player with effective communication skills and initiative to drive projects forward. The North Coordinator will have a strong understanding of the North Wales creative scene and be ready to challenge both Hijinx and local communities in their thinking and relationships to develop meaningful opportunities for Hijinx Actors and Participants, our freelance team, and North Wales Communities.

Professional Development is important; our team of regional Creative Coordinators, including the North Coordinator, build experience and skills by supporting and collaborating with our eclectic team of freelance tutors, visiting artists and Hijinx HQ Staff.



# Responsibilities



## Activities

- Participate in sessions
- Work with other departments in Hijinx to develop projects in connection with Hijinx activity.
- Develop strong, unified ways of working with the other regional Hijinx Creative Coordinators.
- Support the smooth running of activities, working in collaboration with freelance tutors, facilitators, volunteers, and the rest of the Hijinx team.
- 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.
- Maintain excellent working relationships with current and potential participants, parents/carers, the freelancer team and volunteers, social enterprise partners, local authorities, and venues.

# Responsibilities



## **Safeguarding, Welfare and Wellbeing**

- To be responsible for student safeguarding, welfare and wellbeing and report any absences, significant issues, or concerns to Academy Director / Head of PAWB following our safeguarding procedure
- Remain up to date with and ensure compliance with Hijinx policies and procedures, particularly those concerning participant and freelance workers safety, well-being, and safeguarding
- 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 DBS checks are up to date for those working in North Wales, supported by Hijinx Administrator

## **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.

Hijinx has 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.

# Terms



Line Manager	Academy Director / Head of PAWB
Length of Contract	Permanent
Hours	4 days per week with some evening and weekend commitments for which time off in lieu is given
Based at	This role will be primarily based on location with Hijinx activities across North Wales, currently Bangor and Colwyn Bay – some administration time will be spent working from home or from one of our venues
Salary & Benefits	<p>£18,400 (£23k FTE)</p> <p>Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme, support for Welsh Language learning, and an Employee Assistance Programme.</p> <p>Hijinx is committed to supporting ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met.</p>

# Terms



Holiday	20 days annual leave, plus statutory bank holidays (25 days FTE)
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
Notice Period	One months' notice after successful completion of the probationary period
References	All offers of employment are subject to the receipt of two satisfactory references

# General Notes



- 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.
- This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required.
- 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.

# Personal Specification



	Essential	Desirable
<b>Skills &amp; Abilities</b>		
Creative practice (professional or social; not limited to theatre)	x	
Highly motivated with a passion for the performing arts	x	
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	
Passionate learner who recognises when additional learning is needed, and always strives to seek new ideas / approaches	x	
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	x	
Able to hit the ground running and work on multiple projects concurrently, enjoys a busy working environment.	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	



# Personal Specification



	Essential	Desirable
<b>Experience</b>		
Experience of working or training in the Arts, and/or experience of creative working environments	x	
Experience of providing administrative 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 in welfare, supporting the well-being of others	x	
<b>Attitude</b>		
Committed to inclusion and accessibility	x	
Handles difficult situations calmly and contributes to finding a way forward	x	
Shows sensitivity and report for others	x	
Excellent team player, with a flexible approach to working practices	x	

# How 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. Tell us why you are the right candidate and how you would approach the responsibilities of the role. You can do this either:
  - a. with a covering letter of no more than 2 sides. Please send as Word document.
  - b. or a video, no more than 3 minutes long. Please send as a .mov or .mpeg4
3. A completed Diversity Monitoring Form – to be completed online [here](#).

# How to Apply



Applications should be sent to [hr@hijinx.org.uk](mailto:hr@hijinx.org.uk) by the closing date.

Applications will close at midnight on **17/7/23**. Interviews will be scheduled for the week commencing **24/7/23**.

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](mailto:info@hijinx.org.uk)

# CONNECT WITH US

**Do you have any questions?**

[www.hijinx.org.uk](http://www.hijinx.org.uk)  
[info@hijinx.org.uk](mailto:info@hijinx.org.uk)  
[@hijinxtheatre](https://www.instagram.com/hijinxtheatre)

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