



## **CREATIVE COORDINATOR - NORTH WALES 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 and engage over 100 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. We run five Academies across Wales, with over 60 Actors in professional training. Our Drama Foundations provides the opportunity to learn essential life skills and confidence through drama, music, and movement. We also run two young people's theatre groups (Bangor and Cardiff) and our inclusive community theatre group Odyssey and in house band Vaguely Artistic.

Following the challenges of COVID-19, we have been focused on supporting our actors and participants in returning to face-to-face Academy training, community activities, and productions, following over a year of digital delivery. We are committed to creating 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 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 and freelance team, 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.

Hijinx is a family. The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible pool of freelancers and volunteers. We develop and encourage team members 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 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.

The Creative Coordinator - North Wales is responsible for the effective and efficient planning and delivery of Hijinx's range of Academy and community activities in North Wales, in support of the Heads of Departments – including Academy and Drama Foundations courses, and Young People's Theatre - to ensure they deliver high-quality artistic experiences for all of our participants. To succeed in this role, you will need to use your imagination to problem solve and 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, be active in the practical delivery of sessions and represent Hijinx with our regional and community partners. They will also provide welfare and safeguarding oversight, and manage any associated administrative tasks. As well as active participation in our sessions you will support recruitment for our activities, build excellent relationships with partners to maintain our high standards for delivery, make sure that our participants are well supported in our sessions and be the first point of contact for any enquiries.

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.

People come first. As well as actively participating in our sessions, you will support recruitment for our activities, making sure that all our participants are well supported by being the first point of contact for any enquiries. You will be the face of our North activities and will need to build excellent relationships with community and regional partners to maintain our high standards for delivery.

Professional Development is important; our team of regional Creative Coordinators, including the North Wales Coordinator, build experience and skill by supporting and collaborating with our eclectic team of freelance tutors, visiting artists and Hijinx HQ Staff. We support our HQ team members in developing skillsets to enable them to embody their roles more fully.



## **JOB DESCRIPTION**

Job title:	Creative Coordinator – North Wales
Line Manager:	Academy Director / Head of PAWB
Length of contract:	Permanent
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 also be spent working from home or from TAPE/Pontio.
Salary:	£18,400 (£23k FTE)
Hours:	Four days per week with some evening and weekend work for which time off in lieu is given
Holiday entitlement:	20 days annual leave (25 days FTE) 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**

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.



The Creative Coordinator - North Wales 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.

The Creative Coordinator - North Wales 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 our participants. As well as practical working, the Creative Coordinator - North Wales will have a welfare and safeguarding oversight and deliver all the associated administrative tasks in an efficient and timely way.

You will be creative in using local knowledge to support recruitment for our activities and confidently grow into being the face of our North activities.

### **Key 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.



### **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 all DBS checks are up to date for those working in North Wales, supported by the 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.

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.

<b>PERSON SPECIFICATION</b>		
	<b>Essential</b>	<b>Desirable</b>
<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 striving 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	
<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 respect for 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. 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 in length.
3. A completed **Diversity Monitoring Form** – to be completed online [here](#) – please confirm in your covering letter that you have completed this form. Forms are anonymous, and information used only to ensure Hijinx continues to improve representation and equity of those we work with.

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

Applications will close on **17/7/23** at **midnight** with shortlisting taking place the week shortly afterwards. 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).