

December 2023

Welcome

**Access Lead
(Permanent, Full-time or 4 days per week)**

Thank you for taking the time to find out more about Hijinx and our Access Lead vacancy. 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.

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!

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

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.

Sarah
Sarah Horner
Chief Executive

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 learning disabled and/or Autistic people.

About Hijinx

Hijinx 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.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Alongside, we have a growing film programme and a dynamic community and outreach offer (PAWB). Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well as offering employment directly in our award-winning communications training.

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.

We create change by living and breathing our organisational aims to...

- Increase representation of Learning Disabled and/or Autistic people on stage and screen
- Provide, champion, and facilitate professional employment for learning disabled and/or Autistic creative professionals.
- Build confidence, happiness, and independence.
- Transform the sector to work more inclusively.
- Increase access to performance arts for audiences and communities in Wales.

Access Lead Role Description

We are currently recruiting for an Access Lead to support Hijinx Actors with their professional employment. This is a great opportunity to join this busy and exciting theatre company and make a positive impact.

The Access Lead will manage access related administration, particularly for our learning disabled and autistic artists, ensuring they have the right access support to thrive in their employment as creative professionals.

As part of our administration team, the Access Lead will provide the essential organisational assistance to support access for all our activities and deliver all the associated administrative tasks in an efficient and timely way. You will ensure that all our participants are well supported and be the first point of contact for any access enquiries.

Terms

Job title:	Access Lead
Line Manager:	Head of Business Development (Casting) / Finance Manager
Contract:	Permanent role (6 months' probation)
Hours:	Full-time (37.5 hours / week) or Part-time (30 hours / week) with some evening and weekend commitments for which time off in lieu is given.
Based at:	Hijinx Office, Wales Millennium Centre, Cardiff Bay - hybrid working available.
Salary / Benefits:	£27,000 per annum (Full-time) or £21,600 per annum (Part-time) Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme. Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure that their needs in this area are met.
Holiday:	25 days per annum + statutory bank holidays (pro rata for part-time)

Key responsibilities

Supporting Actor Employment

- Work with Head of Business Development (Casting) to establish access requirements for jobs undertaken by Hijinx Actors outside of Hijinx.
- Working with Head of Business Development (Casting), Hijinx Actors and their families/support to agree contracts and fees and payments for work.
- Source, brief and contract Creative Enablers* to support artists on external creative projects, from audition onwards.
- Arrange logistics, including travel, liaising with Hijinx Actors and their family and support.
- Ensure Hijinx Artist access requirements are met for working on external productions.
- Ensure that access requirements are met for all Hijinx Actors taking part in internal projects.
- Work with wider team and industry partners in recruiting and training freelance Creative Enablers.
- Monitor and evaluate projects to ensure best practice in the support of Hijinx Actors.
- Support Artists to create, and regularly review, their Access Requirements/Riders.

Self-Employment Administration

- Manage the process Access to Work (A2W) claims to Hijinx for artists and staff, working with Hijinx Actors, their family/support and the wider Hijinx team.
- Manage new applications or renewal applications for A2W grants for artists.
- Support our artists to complete permitted work forms (PW1) in relation to supported employment.
- Support our artists and their families to register as self-employed and complete self-assessments where relevant.
- Support and advocate for Hijinx Artists at occasional external meetings related to finance, benefits or Hijinx grants, such as a job-centre meetings.
- Work closely with our learning disabled and autistic artists, and their legal appointees if appropriate, to support Universal Credit or Employment Support Allowance claims and reporting.
- Support our artists in the transition to Universal Credit, in relation to their work with Hijinx.

Finance

- Manage all invoices for and with our Hijinx Actors, working with the wider team and our Administrator and Finance Manager to ensure timely payment for artists.
- Ensure any personal financial information relating to our Hijinx Artists is stored systematically and securely in line with GDPR.
- Present financial and other information to Hijinx Artists in a clear and accessible format (Easy Read training will be provided).

Welsh Language, EDI & Sustainability

- Champion and promote the equitable use of the Welsh language in all our communications.
- Work with colleagues across the organisations to deliver against our strategic equalities plans and ensure our work is accessible and inclusive.

- In line with our Sustainability Policy, develop and adjust work to adhere to sustainability principles and the Theatre Green Book.

Other

- Stay aware (as far as is reasonable) changes to the benefits system that may impact our Hijinx Actors (training will be provided).
- 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.
- Be vigilant for Hijinx Actors safeguarding, welfare and wellbeing and report any significant issues, or concerns to Academy Director / Head of Pawb (Safeguarding Leads) following our safeguarding procedure (Safeguarding training will be provided).
- Remain up to date with and ensure compliance with Hijinx policies and procedures, particularly those concerning Actor and freelance workers safety, well-being, and safeguarding.

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.

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.

*Our Creative Enablers accompany our actors on set and in auditions and rehearsals. We have a team of CEs who know our actors well –they listen to and understand each actor’s individual needs, to offer tailored support. All our Creative Enablers work in the creative industries, so they understand the pressures, demands and expectations of life on set.

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.
- Safeguarding - Offer of employment is subject to an Enhanced DBS check
- The successful applicant will be required to provide documentation of their right to live & work in the UK

Personal Specification

	Essential	Desirable
Skills & Abilities		
Effective and engaging communicator, with excellent written and verbal skills	X	
Uncompromising attention to detail	X	
Organised, efficient, flexible, and adaptable self-starter	X	
Good basic maths skills	X	
Computer literate, able to learn and work with a range of office software packages	X	
Pro-active, flexible, patient and kind approach to work		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	
Experience of financial administration or processes	X	
Ability to develop and maintain positive internal and external relationships at all levels	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
Experience		
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 or interested in learning about processes surrounding benefits or Access to Work	X	
Experience in welfare, supporting the well-being of others		X
Attitude		
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	

At Hijinx, we are dedicated to building a strong and diverse team, so if you think you have what it takes, but don't necessarily meet every single point on the job description, please still apply and tell us why.

Diversity & Equality

If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on hr@hijinx.org.uk

Guaranteed Interview Scheme

As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a Guaranteed Interview Scheme to applicants who are under-represented on our team.

You can ask to be considered under our Guaranteed Interview Scheme if you are a person of the Global Majority or if you have a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities. Providing that you meet the essential criteria for the role, which is stated in the role specification, you will be invited for interview. Your guaranteed interview application will only be shared with Hijinx's HR team and the recruiting manager.

If you would like to be considered under the scheme, please indicate this in your covering letter.

Name free recruitment

Hijinx operates name-free recruitment. The recruiting panel will not see personal information such as a candidate's name and address during the shortlisting process.

Interview questions

To ensure our interview process is accessible to the widest candidate pool, we provide all candidates with interview format and questions in advance.

To Apply

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

- A **current CV** telling us about you – and why you feel you are the right person for the role, ensuring you highlight any relevant experience, skills and qualifications. Please send this as a Word document.
- 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.
- 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 midnight on 17/1/24.

Interviews will be scheduled for the week commencing 29/1/24.