

Creative Support Worker (Maternity Cover) - Job Description

Diverse City is looking for an experienced creative support worker to help facilitate our Extraordinary Bodies Young Artists programme for 9 months maternity cover.

The Basics

Reports to:	Diverse City's Children's & Young People Team.
Location:	Flexible and ideally within close proximity of Lighthouse, Poole, where EBYA meet for weekly rehearsal sessions and regular workshops.
Fee:	Hourly rate is £11.20 per hour with the exception of residential or overnight stays which will be paid at a rate of £150 per 24-hour period.
Pension:	Pension scheme enrolment after 3 months continuous employment and successful 3-month probationary period.
Contract:	19 th March 2020 until end of December 2020.

The Timeline

Applications Deadline:	Wednesday 26 February 2020 by 09:00.
Interviews:	Monday 9 th March 2020, in Poole.
Start Date:	19 th March 2020 evening session; 6:15-8:45pm.

About Us

Diverse City is led by a team of passionate optimists, who believe everyone should have a home in the performing arts.

Our dream is a world where all identities are respected and valued. Our purpose is to make great art for, with and by everybody, with extraordinary shows that represent the world as it actually is. Our mission is to change attitudes and access to who leads, makes and sees great art. We want to transform the lives of performers, audiences and communities.

In partnership with Cirque Bijou we run Extraordinary Bodies, the UK's leading integrated professional circus company. Extraordinary Bodies Young Artists (EBYA) is our youth theatre and training company, based at Lighthouse Poole.

Diverse City is a charity registered in Dorset where the majority of our team is based, (in Poole, Swanage and Bridport). We are committed to flexible and inclusive working practices and the wider team works remotely across the South West in Bristol, Gloucestershire, Brighton and London. We tour our work regionally, nationally and internationally.

About Extraordinary Bodies Young Artists

Extraordinary Bodies Young Artists is an inclusive theatre company for 16-30s in the Poole, Bournemouth and Dorset area. With us, you can develop your talents and receive training and mentorship from incredible professional artists with expertise in:

- Theatre
- Music
- Dance
- Aerial Circus Performance

Together we devise ambitious, challenging work which we perform across the UK. EBYA exists to support young artists at the start of their careers and bursary places are available.

Confirmed Programming for 2020:

Weekly sessions

Thursday nights during term time from 6:15-8:45pm at Lighthouse, Poole.

Weekend and school holiday workshops:

March:	14 th & 15 th	Poole
April:	7 th , 8 th , 9 th , 10 th	Poole
April:	25 th & 26 th	Poole

Performances:

April 30 th - May 2 nd	Brighton Fringe Festival (Residential)
May 25 th - May 31 st	Bournemouth Emerging Arts Festival (Rehearsals & Performance)
August 26 th - 31 st	European Youth Theatre Festival, Birmingham (Residential)

Your Responsibilities

This is a part-time, flexible hours, 9-month Maternity Cover role. Employed through Diverse City, Creative Support Workers are a vital part of enabling our youth theatre company Extraordinary Bodies Young Artists to fully participate in our workshops, training, performances and touring activity.

You will do this by maintaining a light touch presence, and primarily provide emotional, physical, and personal care support as required. Creative Support Workers are also responsible for sourcing and holding any necessary care information for individuals, and know how to handle any medical incidents or emergencies.

Working closely with our Children and Young People (CYP) team, Creative Support Workers are expected to work alongside young people, taking part in creative activity and actively supporting the growth and development of both the group, and individuals as creatives and young adults. Creative Support Workers are the key link between EBYA and other supporting organisations, carers and parents, and maintaining good relationships and open communication is part of the role.

As our experts in providing physical and emotional support, Creative Support Workers will advise the CYP team on issues relating to risk management, and develop our procedures to ensure best and safe practice for our participants.

Your To Do List

Practically supporting EBYA in sessions:

- Support EBYA members to fully participate at regular rehearsals, performances, residencies and other events.
- Be willing to take part in, and actively support creative activity.
- Undertake any support with physical needs (including medication), and personal care as agreed with the individual, and wider care team when appropriate.
- Be aware of the social and emotional needs of participants and offer graded support as appropriate.
- Recognise differing communication methods and adapt your approaches accordingly.

Providing best and safe practise to meet the access/support needs of participants:

- Be responsible for the collection and maintenance of sensitive information relating to individuals to enable safe working. Ensure this information is up to date.
- Act on behalf of Diverse City as a key link between EBYA members and their parents, carers and other support agencies as appropriate, with the purpose of supporting individual needs and recognising a 'multi-agency' approach to individual growth and development.
- Be aware of any relevant existing care plans, or develop a care plan as appropriate based on any individual needs.
- Inform the Artistic Director, Producer and any visiting artists of access and support needs as appropriate.
- Stay up to date with policy, legislation and training requirements related to the role, and to advise Diverse City supporting safe practice, and best practice.

- Identify any training needs and be willing to update practice and qualifications to meet any changing demands of the job (First Aid, care and handling, feeding etc).
- Provide details of your most recent DBS check.

Supporting the Children and Young People's targets at Diverse City:

- Devise and contribute to EBYA risk assessments.
- To understand the importance of handling sensitive data on a need to know basis and to be GDPR compliant.
- To actively contribute to regular CYP team meetings reviewing activity and planning.
- To actively contribute to evaluation and documentation as required.
- To complete monthly time sheets and submit them to the CYP Producer
- To contribute to the wider Diverse City team at meetings as required or requested.

We'd love to meet people who have:

- Experience of working in a care environment with children and/or young adults (minimum 2 years experience) or NVQ in Health and Social Care Level 3
- Interest in the performing arts and willingness to get involved in creative activity.
- Experience of supporting people with personal care needs.
- A friendly and positive attitude, quick to support tasks in a proactive way; encouraging enthusiasm and inclusion in others.
- Up to date training, or a willingness to undertake/update training in, safeguarding children & vulnerable adults, first aid, moving & handling, mental health first aid.
- Understanding and ability to apply the social model of disability to the role.
- Familiar with IT and basic Microsoft office applications.
- Ability to adapt and effectively grade communication to a wide range of people.
- High standards of confidentiality, discretion, initiative and tact.
- Ability to remain calm in a crisis.

And maybe a bit of this too:

- Driving /clean driving licence / business insurance or ability to get to rehearsal locations independently
- Arts / movement / mindfulness practice
- Understanding of 'active listening' approaches
- Makaton / Sign Along / BSL knowledge
- Familiar with communicating with people who use PECS / non-verbal communication systems / Eye gaze

How to apply:

If you think you are a good fit for the role, please send your application to info@diversecity.org.uk by 9am on Wednesday 26 February 2020.

Your application should include:

1. Your CV (maximum 1-page A4) plus Names and contacts for 2 referees
2. A statement about yourself and how you fit this job role, either:
 - o Written statement (maximum 1-page A4) or
 - o Short video (maximum 3 minutes)

Please complete:

- [Equal Opportunities Monitoring Form](#) (this will not be attached to your application).
- [Access Audit](#) so we can arrange access requirements.

Equality and Diversity

Diverse City values representation and strives to promote equality and diversity at all levels. We welcome and actively seek applications from those currently underrepresented in our workforce and the arts community, particularly people of colour, and disabled people (as defined by the Equality Act 2010).

We will guarantee an interview to any D/deaf or disabled candidate who fulfils the minimum criteria for the role and we are open to proposals of ways this role might be undertaken if our proposed structure presents barriers to any applicant.

Access

If you have any specific access requirements please tell us what they are in the [Access Audit](#) and whether you are registered for an Access to Work grant when you apply.

If you would like the Job Description in another format or if you need further information, please contact info@diversecity.org.uk.