



# DIY Theatre Company is looking for an Access Coordinator

Closing date for applications : Monday 22<sup>nd</sup> May 2023

Interviews will take place on Friday 26<sup>th</sup> May 2023



[www.diytheatre.org.uk](http://www.diytheatre.org.uk)

 [diytheatreco](https://www.instagram.com/diytheatreco)

 [@diytheatre](https://twitter.com/diytheatre)

 [DIY Theatre Company](https://www.facebook.com/DIYTheatreCompany)



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**ARTS COUNCIL  
ENGLAND**



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# Background to the Company:

DIY Theatre Company is an established theatre company of artists and leaders with lived experience of learning disability. We have been creating entertaining, accessible and thought-provoking theatre and education work since 1994. In April of this year we became an Arts Council England National Portfolio Organisation (NPO).

Our vision is a world where performers, theatre-makers and arts leaders with learning disabilities are valued as part of the rich diversity of our cultural sector and our society.

## We aim to:

- ★ Challenge preconceptions and barriers experienced by people with learning disabilities through high quality performance, education projects and research.
- ★ Celebrate diversity and creativity in all areas of our work.
- ★ Promote the achievements of performers and theatre-makers with learning disabilities and share good practice.

For more information about the company please visit our website: [www.diytheatre.org.uk](http://www.diytheatre.org.uk)

“DIY Theatre has proved its sustainability over a 25 year period, establishing cutting edge theatre practice led by disabled practitioners and performers. The company has led on Arts Award for special schools and established ground breaking work around disabled people as leaders, valuing lived experience way ahead of any agenda that espoused this way of working. Artistically the quality of the products created is very high with strong production values.”

Jude Bird, Executive Director: Learning & Workforce, Curious Minds, 2022

## DIY Theatre Company is seeking an Access Coordinator who is committed to access and inclusion:

Responsible and

Reports to: Business Director

Contract: Part-time, Freelance

Based at: Angel Centre, 1 St Philips Place, Chapel Street,  
Salford M3 6FA

Fixed Term: June 2023 – June 2024

Probationary period: 3 months.

Fees: £140 per day for a maximum of 54 days per annum  
(equivalent to 1.5 days per week for 36 weeks per  
year - excluding company holidays)).

Total fee available: £7,560 per annum.



Celebrating with cake – achieving Arts Council England NPO status, November 2022.



# Background to the role

The Access Coordinator will work closely with the Business Director, Creative Director, Board, members and freelance team. They will have a crucial role in the organisation – ensuring that each member can participate and work towards their full potential within the company

The Access Coordinator will be Line-Managed by the Business Director who will have strategic responsibility for Risk Management, Policies and Safeguarding.



Working in Chatsworth Futures Academy, part of our Four by Eight musician training programme

## Key Responsibilities

- ★ To work with the DIY Team to ensure that Equality, Diversity and Inclusion are embedded in all we do.
- ★ To Oversee Individual Risk Assessments and Support Plans including; personal care health and medication, Mobility, Communication, Positive Behaviour Support.
- ★ To ensure these plans are available to DIY staff to ensure safe support of each member.
- ★ To ensure additional support plans are in place as required (eg overnight stays for touring / residential).
- ★ To signpost members and their families or supporters to appropriate information and advice. To Coordinate Personal Care. To devise support plans as required and share with relevant staff. To monitor and review implementation on a regular basis.
- ★ To ensure Medical / support forms are updated and all workshop leaders know and understand the risks, actions and procedures needed for individual members.
- ★ To ensure that risk assessments are completed for all activities undertaken by DIY including for buildings and personal evacuation plans (PEEP) where required.
- ★ To lead on the monitoring and implementation of the company's safeguarding policy acting as the designated safeguarding lead.
- ★ To undertake regular training and remain up to date with all legal requirements.
- ★ To identify CPD training for session leaders including: Supporting people with Autism, Trauma Informed practice, First Aid, Epilepsy Awareness.
- ★ To Monitor Accidents and Incidents.
- ★ To work with the Business Director to ensure quarterly reports are made to the Board regarding number of incidents reported.

## Whole Organisation Responsibilities

- ★ To work with the Board to ensure all of DIY's information and communication is accessible.
- ★ To reinforce the values and ethos of the organisation in all activities and all correspondence To participate in supervision, staff meetings, focus groups, training and other learning activities as required.





# Person Specification

## We are looking for someone who has:

- ★ A strong commitment to equality and diversity and anti-discriminatory practice.
- ★ Good communication skills and willingness to learn new communication styles and adapt communication accordingly.
- ★ Good organisational and IT skills.
- ★ Experience of working alongside and supporting people with lived experience of learning disability.
- ★ Willingness and ability to undertake training as required – in such areas as Learning Disability Awareness, Autism Awareness, Trauma informed Practice, First Aid at Work, Epilepsy Awareness, Positive Behaviour Support, Mental Health First Aid.
- ★ Experience of carrying out risk assessments.
- ★ Ability to work independently and as a member of a wider team.
- ★ Flexibility regarding working hours and patterns.
- ★ Good record keeping skills.

**Candidates must demonstrate their ability to meet all the above requirements in their application.** This will be explored and assessed further during any interview.



Safeguarding young people training for DIY Gamechangers, February 2023

## Equal Opportunities

DIY Theatre Company strives to be an Equal Opportunities employer and we encourage applications from all sections of the community.

We particularly welcome applications from people from people who identify as D/deaf or disabled and from people of colour, as they are currently under-represented in the arts.



# To apply

## Please send:

- ★ an expression of interest, outlining how your skills match the above roles and responsibilities. You may use up to 3 sheets of A4 (14 point). Please describe why you think you are suitable for this position and what you would like to gain from it. **Please refer to the Person Specification and make sure to address all the criteria in your application.**
- ★ your C.V., including the details of two relevant referees

## To DIY Theatre Company:

By Post:        DIY Theatre Company,  
                    The Angel Centre,  
                    1 St Philips Place,  
                    Chapel Street,  
                    Salford  
                    M3 6FA

By e-mail:     diytheatre@gmail.com

**Deadline for Applications: Monday 22<sup>nd</sup> May 2023**

**Interviews: Friday 26<sup>th</sup> May 2023**

The candidate must consent to an enhanced DBS check.  
(Any job offer is subject to a satisfactory enhanced DBS check.)



Working on 'Hanging by a Thread' DIY's next multi-sensory performance.

DIY is a Community Interest Company Reg. No 07128047

Registered address, DIY Theatre Co., The Angel Centre,  
1 Saint Phillips Place, Salford M3 6FA

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E&OE April 2023.

[www.diytheatre.org.uk](http://www.diytheatre.org.uk)

