

FEMALE ONLY PROJECT ASSISTANT: ALL THE LIGHTS ARE ON

JOB DESCRIPTION

BACKGROUND

Cardboard Citizens is collaborating with Clean Break to deliver an intensive theatre-making project with women affected by homelessness and the criminal justice system. Over a period of 3 weeks we will be bringing together a group of women with lived experience to work with artist Paula Varjack, to create a unique performance piece. The piece will highlight the themes and issues relevant to the women who participate, told in their own words and act as a creative call to action, identifying what needs to change to improve the lives of women affected by homelessness and the criminal justice system.

We are recruiting a project assistant who will be able to support the delivery and administration of this exciting collaborative project. This role is open to a woman who:

- has been a Member of Clean Break and/or Cardboard Citizens
- does not currently access Cardboard Citizens' open access workshop programme or Clean Break's Members Programme
- Has experience of assisting in a workshop environment (paid or voluntary)
- Is committed to developing a career in theatre/arts.

In line with the requirements for this project, this position is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1), and subject to a DBS check. Applications are actively encouraged from black and minority ethnic women.

The aims of the project are:

1. 'To improve the lives of women with experiences of homelessness past, present and at risk'
2. Make Cardboard Citizens' programme more accessible, relevant and appealing to the women it seeks to engage
3. Ensure that participants develop skills and qualifications to help them progress in their lives
4. Raise awareness of the issues relating to female homelessness, including experience of the criminal justice system
5. Develop new partnerships for Cardboard Citizens

MAIN DUTIES

- To support the Project Manager and Lead Artist in the set up and delivery of taster sessions and rehearsals both at Cardboard Citizens and Clean Break
- To support the monitoring of the programme, including tracking attendance and evaluation data
- To support the final performances at Clean Break
- To work with the Project Manager to complete other tasks related to the residency where necessary
- To work within Clean Break/ Cardboard Citizens policies and procedures related to safeguarding of participants

PERSON SPECIFICATION

THE SKILLS AND EXPERIENCE WE ARE LOOKING FOR:

Essential

- An awareness and understanding of the issues faced by women affected by homelessness and the criminal justice system
- A passion for the performing arts
- An understanding and appreciation of the work and purpose of Clean Break and Cardboard Citizens
- Reliability and excellent time management
- Strong communication skills, both verbal and written, on the phone and in person
- Computer literacy skills
- Ability to work both as part of a team and on own initiative
- High levels of self-awareness and empathy and ability to work effectively with tact and discretion with people at all levels
- An understanding of confidentiality and safeguarding and how to report concerns
- Current and up to date DBS or willingness to undertake a background check.

Desirable

- Experience of making theatre with mixed media- audio, film etc.
- Experience of trauma informed approaches to working with women.

COMMITMENT

Pre Project Meetings

30 January 2019 2.30-4pm

Taster Days (1-4pm)

12, 13, 19 February 2019

Rehearsals (10-5pm)

- Week 1- Weds 27 Feb – 1 March 2019
- Week 2 – Weds 6 March – 8 Feb 2019
- Week 3 – Mon 11 March, Thurs 14 March, Fri 15 March 2019

Performance

15 March 2019

Evaluation

20 March 2019 (participant) 2-4pm

11 April 2019 (staff) 11am- 12.30pm

All work will take place at main offices of either Cardboard Citizens or Clean Break.

FEE

£1300 (additional costs for travel and overtime will not be provided).

HOW TO APPLY

Please complete the attached application form and return to flora@cardboardcitizens.org.uk

Deadline for applications: 10am Monday 14 January 2019

Interviews at Clean Break: Monday 21 January 2019

If you would like to have an informal conversation about your application before completing it, please speak to Flora at Cardboard Citizens on flora@cardboardcitizens.org.uk or 0207 377 8949

FEMALE ONLY PROJECT ASSISTANT APPLICATION FORM

NB. Personal Details & References will be removed from your application pack prior to shortlisting. Information in these sections will not be used in the shortlisting process.

Personal Details & References

Surname	
First Name	
Contact number	
Contact email	

Do you require a work permit to work in the UK?	
If yes, please give details	
<p>Please state the documentation you will provide to demonstrate this (i.e. British passport, birth certificate, EC identity card, that shows authorisation to live and work in UK)</p> <p><i>In order to comply with the Asylum and Immigration Act (1996) we must ensure that all new staff have the right to work in UK. Prior to an offer of work, we will require evidence that you have permission to work in the United Kingdom and a copy will be retained. This will be treated as confidential and held under our Data Protection Policy and Confidentiality Policy.</i></p>	

Please supply the details of two people who can give you a professional or personal reference. At least one of these should be your current or most recent employer (paid or voluntary) if applicable. Please note neither Cardboard Citizens nor Clean Break will contact references without prior consent.		
Name & Job Title		
Working relationship to you (eg. Your manager)		
Organisation		
Address		
Email		
Telephone		

Access requirements

Please provide details below of any access requirements you would like to make us aware of:

EMPLOYMENT HISTORY

Starting with the most recent, outline any employment you have been engaged with, professionally or as a volunteer.

Employer	Start date	End date	Role

EDUCATION AND QUALIFICATIONS

Starting with the most recent, please give details of your education and qualifications.

School, college or university	Start date	End date	Qualifications

Your Experience

Please use this space to tell us about any professional or personal experience that is relevant to this role.

Why this post?

Please use this space to tell us how you meet the requirements detailed in the person specification.



Declaration

I confirm that to the best of my knowledge the information given in this application is true and correct and can be treated as part of a subsequent contract of employment.

Signature: _____

Date: _____