The Liberdade Group
(Incorporating Liberdade Community Development Trust and Liberdade Trading Ltd)

Application forms and your CV must be emailed to info@liberdade.co.uk by 5pm on Thursday 15th June 2023. Interviews for successful applicants will be held on 22nd and 23rd June at Gosforth Civic Theatre. Successful applicants will be invited to interview by 5pm on Friday 16th of June.

Job Description – Work placement Co-ordinator

Context for the role

Gosforth Civic Theatre is run by Liberdade Community Development Trust. Liberdade is a disability arts charity and our company members wanted:

1. Their own building to work in.
2. A building that other people could come into and use.
3. Jobs in that building.

To make that happen we created Gosforth Civic Theatre (GCT) in 2016. The work placement programme that this role will coordinate plays a hugely important part of what we are trying to achieve at GCT.

When we opened GCT we knew what our mission was, and it remains very clear to us. We want to bring people together from the community by providing great cultural experiences and show them that people with learning disabilities have a great social worth. Empowerment, collaboration, and inclusion is the key to achieving our social impact and these three elements play an important part in all of our activities.

Since 2016 we have grown what GCT achieves each year, now we regularly welcome over 50,000 visitors annually to nearly 900 events, performances, or to our café and bar. This success has led to us securing £2.4m in grant funding to carry out an extensive redevelopment of the building, this role has been timed to begin when we get the keys back to the new GCT in the summer.

We have a bold strategy to develop the organisation and Gosforth Civic Theatre over the next four years and you will have an important part to play in ensuring our social impact is maximised. As a crucial member of our team, you will be joining a growing and successful organisation. You will work alongside a member of our support staff embedded in the Front Of House Team, and closely with the F.O.H manager and F.O.H team. There is an expectation that you

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will also work F.O.H from time to time. You will be responsible for coordinating and managing high quality work placement opportunities for a small group of post 16 SEND learners. You will be responsible for everything from funding sources and contracts, to recruitment, training and monitoring. You are a values-driven, confident, and experienced Work placement Coordinator.

The Role

We are seeking a dedicated and passionate Work placement Coordinator to join our team at Liberdade. As the successful candidate, you will be responsible for setting up work experience opportunities for Post 16 SEND learners within our café at GCT and supporting the Post 16 learners in achieving their goals and transition into adulthood.

Your primary responsibility will be to establish strong relationships with local schools and colleges, as well as social and employment services, to ensure that we can provide meaningful experiences for young adults with special educational needs and disabilities.

We anticipate that this new programme will provide opportunities for between 10 to 20 young learners per year.





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Terms
Contract: Permanent
Hours: 24 hours per week
Holiday entitlement: 30 days per year plus bank holidays (Increasing 1 day per year of service, to a maximum of 35 days)
Salary: £27,000 (pro-rata)
Starting: July 2023
Reports to: Development Manager
Place of Work: Gosforth Civic Theatre, NE3 3HD
Job title: Work placement Co-ordinator

Main duties and responsibilities:

As this is a new post there is some scope for you to help shape it and make it your own. However, we expect your main responsibilities will be to:

- To recruit learners, and to develop funding streams you will develop partnerships with schools, colleges, other work placement providers and employment services.
- Establish positive relationships with learning and social support teams and managers.
- Explore potential funding routes and implement funding models that will support the cost of work placement opportunities.
- Design, implement, and manage work placement opportunities for post-16 SEND learners at GCT.
- Liaise with support staff, F.O.H team and HR to coordinate the work placement diary.
- Train relevant staff in their role as work placement mentors so that all learners may be effectively supported.
- Recruit new post 16 SEND learners to the programme.
- Oversee the induction process for new learners.
- Be the primary point of contact for learners, ensuring the quality of their work placement experience.
- Maintain accurate records of all learner details and attendance and achievement.
- Assist learners to transition into employment, volunteer, or further training opportunities.
- Ensure compliance with health and safety regulations and legal requirements.
- Provide feedback to stakeholders.
- Promote the value of work experience.

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The support you will get from us

- A full induction including information on Liberdade' history and current work; introductions to all staff that you will work with; training in policies and procedures that are relevant to your role; training in our systems and ways of working as applicable to your role.
- A dedicated point of contact who will ensure you are clear on your role and equipped to do it.
- The tools and equipment you need to do your job.
- The support to do your job safely and in a way which protects you physically and, protects your well-being and work/life balance. This includes flexible working options.

About us

Liberdade (Pronounced li-ber-dar-jie) began in 2003 as an apprenticeship scheme with the aim of enabling 8 people with learning disabilities to set up and run their own physical theatre company. We wanted to show how running an organisation could offer people with learning disabilities choice, and the opportunity to shape the world in which they live.

We are now a disability arts charity (No:1163955) with a strong track record of:

- Enabling people with learning disabilities to lead their own organisation
- Running Gosforth Civic Theatre, a 200 seat independent arts venue that brings people together
- creating high quality physical theatre and film
- delivering best practice arts, and health and wellbeing programmes for SEND learners
- developing partnerships and participating in regional and national network organisations that further our work and enable us to share our practice.

www.liberdade.co.uk *www.gosforthcivictheatre.co.uk*

Over the years we continue to refine how and why we work in the way we do, this has led to Liberdade's overarching mission, which is:

To raise everyone's expectations about what people with learning disabilities can achieve.

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Liberdade has a soul, it cares for people and pushes them to excel, it always goes above a beyond and doesn't know the meaning of can't. People come to Liberdade to work, to train others, to expel old misconceptions but mostly to belong. We work by using arts and social enterprise as a tool for change, both within our participants and society as a whole. We use the process of performing and being a member of a company as a mechanism for personal and social development.

Our vision is to create a truly inclusive arts venue that breaks down misconceptions of learning disability and demonstrates that learning disabled individuals are able, skilled and valuable members of society.

Gosforth Civic Theatre hosts a broad range of theatre, dance, and music performances and activities for our audiences. We run events and activities for the wider community to engage with. It is also the perfect place to host a celebration, special occasion, or social gathering.

Benefits of working for Liberdade

As a Liberdade member of staff, you are one of the organisation's most important assets. We want you to love working for us and to feel supported in maintaining a healthy work-life balance and to develop personally and professionally while you're with us to give us your best!

Holiday
All staff are entitled to 30 days per year plus bank holidays (Increasing 1 day per year of service, to a maximum of 35 days)

Time Off in Lieu
While we can't offer additional pay for overtime, when staff working extra hours is essential, we compensate with extra time off, and this is intended for resting, recovering and reclaiming personal time lost.

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Flexible Working
In order to support staff in maintaining a healthy work-life balance, we offer flexible working including flexitime, which enables staff to manage their own hours. So, when you need to finish early or have a lie in, you can.

Food and Drink
While working on site at Gosforth Civic Theatre, staff are allowed a 50% discounted meal and free hot drinks from our lovely café.

Learning and development
The quality of Liberdade' staff is paramount to the organisation's success, and as our activities and ambitions evolve and develop, so too do we need our staff to. Liberdade positively assesses the skills, knowledge and experience of staff regularly and offers all staff in house training , ad hoc full team training, and welcomes requests for other ways that Liberdade might support the learning and development of all staff at all levels.

Competencies: Essential

- A professional qualification and significant professional experience relevant to education and training.
- Previous experience working in education or training with post 16 SEND learners.
- Proven track record of delivering similar projects.
- Excellent communication skills (both verbal and written).
- Strong understanding of accessibility issues and inclusive practices.
- Ability to develop effective working relationships with colleagues.
- Ability to plan and prioritise own workload.
- Understanding of Health and Safety and safeguarding issues.
- Strong IT skills including Microsoft office applications.
- Positive attitude towards diversity, equality, and inclusion.

Competencies: Desirable

- Coordination and utilisation of funding sources to deliver education and training for post 16 SEND learners.
- Working within a hospitality setting, in a customer facing role.

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