

Inclusion Producer

Creative Learning, Assemble

RESPONSIBLE TO:	National Inclusion Producer
RESPONSIBLE FOR:	Freelance practitioners & Volunteers
WORKING WITH:	National Inclusion Producer, Wider NYT Team, Colleges and community groups, Partner Inclusion Producers
WORKING HOURS:	This is a part-time (3 days a week/.6FTE) fixed-term position until October 2028
SALARY:	£35,000 per annum (pro rata £21,000 for .6FTE)
LOCATION:	London and ability to travel nationally
APPLICATION DEADLINE:	Monday 27 th July, 5pm
INTERVIEWS:	Week of 3 rd August

Working with National Youth Theatre

Assemble is a national partnership programme led by the National Youth Theatre in collaboration with creative organisations and venues across the UK. Assemble is funded by the National Lottery Community Fund: UK Fund. The programme brings together partners who share a commitment to inclusion, creativity and collaboration, providing opportunities for young people to develop skills and career progression into the arts.

As part of this partnership, each organisation plays a vital role in creating environments where young people in your location can participate in creative activities, trips and experience, and work experience in arts venues. Assemble celebrates the strength that comes from collaboration and diversity. By working together across regions, disciplines and perspectives, we aim to build a programme that is relevant, accessible and impactful for young people nationwide.

This is a shared mission to champion equity, nurture creativity, and ensure that Assemble continues to act as a positive, connected force for change within our sector and society.

Main purpose of Programme

The National Youth Theatre (NYT) is a world-leading youth arts charity that nurtures creative expression, wellbeing and skills development for thousands of young people aged 11-30 across the UK each year. Established in 1956 as the world's first youth theatre, NYT has supported generations of young creatives and remains committed to ensuring that opportunity, representation and artistic excellence go hand in hand. Last year Assemble worked with learning disabled and neurodiverse young people across London, Manchester and South Wales, building connection between them and volunteers to access creative opportunities and progression routes.

This version of Assemble is the next phase in NYT's national inclusion and partnership work, building on the success of the first Assemble programme. Developed with cultural partners, local authorities, colleges and inclusive arts organisations across the UK, Assemble will create regional programmes that connect young people with meaningful creative opportunities, skills development and pathways into employment.

At its heart, Assemble is about collaboration – between national and regional partners, disabled and non-disabled communities, and young people from a wide range of backgrounds. The programme aims to

model best practice in inclusive arts engagement, build confidence and leadership among young people, and strengthen the creative ecology of local areas.

Working across multiple UK regions, Assemble will deliver training, creative projects, and community partnerships that embed equality, diversity and inclusion at every level. The programme is designed to be adaptive to local need, responsive to young people's voices, and focused on long-term impact within both the cultural and social sectors.

Main purpose of position

The Assemble programme will see inclusion work expand out around the UK, working in 6 locations across London, Manchester, Wales, Sheffield, Southampton and Exeter. This role will coordinate the delivery of the programme in your locality as well as work with the other Partners' Inclusion Producers and NYT's National Inclusion Producer to achieve national aims and cohesion.

You will work collaboratively with Inclusion Producers across the other five Partner Organisations and under the strategic leadership of NYT's National Inclusion Producer.

Working in partnership with FE Colleges and other community groups you will **identify d/Deaf, Disabled, Learning Disabled, and Neurodiverse young people** who would benefit from access to, and be able to pursue, creative careers.

Then, working with freelance creatives and supported by volunteers, these young people will engage in the programme over one academic year exploring:

- **Core skills:** Confidence, communication, collaboration
- **Creative careers:** By attending open venue days, industry Q&A's and learning more about the creative sector
- **Work experience:** High quality work experience in a creative organisation, building skills and experience, as well as CV content and work references

Alongside this you will **recruit and support volunteers** to access training and experience to become **Creative Support Workers**. These volunteers should be early year creatives from your local community with a baseline in creative practice. They will then receive bespoke training to develop their support skills, whilst gaining experience providing hands on support to the young people.

This is a 3-year programme with a new group of participants and volunteers taking part each year. We are currently approaching the end of Year One. This is an iterative programme and implementing feedback and suggestions from the participants in future iterations is crucial. Young people will be invited to remain engaged with the organisation beyond their activity year, shaping the programme, providing progression updates and attending celebratory events.

The Inclusion Producer will be responsible for leading on the recruitment, training, management, and on-going support of Creatives, Volunteers and participants. The role is also responsible for partnership relations, supporting funder liaison and reporting, budget management, evaluation, and partnership & legacy impact to ensure the programme achieves its objectives for disabled and non-disabled participants connecting closely with the national programme aspiration, targets and achievements.

This Programme has been conceived in close consultation with disabled young people, non-mainstream schools, disabled led organisations, carers and statutory service providers.

Key responsibilities

Programme Delivery:

- To project manage and creatively deliver the Assemble Programme within London. Ensuring consistent and high-quality creative programming is achieved across the community in line with the National Programme aspirations.
- To support the research, development, production and co curation of Assemble.
- Recruit and manage freelance delivery teams to deliver inclusive, community and participatory activity, ensuring that freelance staff represent the diversity of young people we work with.
- To develop and track a diverse pool of future creative industry and sector leaders through Assemble assistants and volunteers.
- To schedule training sessions, as well as on-going reflection and support sessions for the creatives, participants & volunteers throughout the duration of the program within London.
- Work with the National Inclusion Producer and NYT team, other Partner's Inclusion Producers and all programme partners to coordinate a diverse pool of freelance creatives and volunteers and to ensure the programme is reaching its full potential and is representative of the young people it serves.
- To establish and maintain relationships with partner FE Colleges, community groups, local stakeholders, and community collaborators in London and support with the building and maintaining of these relationships with all programme partners towards lasting programme impacts.
- To establish a legacy network for participating colleges, community groups, partners and community collaborators which will build long-lasting networks across London to strengthen regional infrastructure for young learning-disabled people accessing creative careers.
- Maximise cross working within the wider partner network across the UK to build awareness for our inclusive practice programmes and extend opportunities for neurodiverse and D/deaf and disabled young people.
- To maintain and coordinate proactive systems of communication with the wider delivery teams across the partner organisations and feedback to the volunteers, community collaborators and college partners ultimately to maximise the programme success.
- To support evaluation and monitoring, ensuring that accurate and high-quality feedback is collected from participants and partners, feeding into national reporting obligations and supporting further opportunities to expand or enhance the sustainability of the programme.
- To ensure all creatives and volunteers comply with the safeguarding and health and safety policies and procedures.
- To be responsible for the implementation of evaluation tools that enable NYT to identify communities of people to engage and ensure the proper monitoring and evaluation systems are in place to meet the requirements of the programme, funders and partners.
- To use evaluation to improve the Assemble programme, working closely with the National Inclusion Producer to ensure that artistic quality is met and objectives are disseminated across the organisation.
- Lead on the safeguarding and health and safety consideration within Assemble delivery that accompany inclusive programming and work in communities.

General:

- Take part in safeguarding, wellbeing/Mental Health first aid, inclusion and all other training provided by the National Youth Theatre and our partners. A desire or ability to lead and deliver such training is welcomed (support and training provided).
- Management of budgets for project expenditure in London.
- To maintain and develop relationships with organisations and practitioners in the cultural and educational sectors, to promote the work of the Programme and to further its aims.

- Champion and support access for young people who are neurodiverse or have a physical or a learning disability and other protected characteristics and their progression through joined-up opportunities across the organisation and into the creative industries.
- Support an increasingly joined up approach to inclusion, equity, equality and diversity across the partner network.
- Develop new partnerships and maintain and grow existing partnerships that enable Assemble to reach new communities of people and places and reduce barriers to accessing our work.
- Attend regular check ins with the National Inclusion Producer and wider Assemble teams to track progress and cohesion.
- Contracting of staff, creatives and volunteers.
- Scheduling and Venue booking.
- Attainment, engagement, progression and success reporting to ensure programmes learn from delivery and continue to attract funding.
- Take part in regular National meetings, check-ins, and associated professional development activities.
- Undertake any other duties reasonably requested by the National Inclusion Producer or other senior team members as appropriate.

Information

Location: This role will be based in London.
Candidates will need to travel to Partner Venues at times as part of this role.

Salary: £35,000 FTE - £21,000 for 3 days per week

Training: The Inclusion Producer will participate in the CPD opportunities offered by NYT and other organisations, including mandatory training in safeguarding, equality and intersectionality. The Inclusion Producer will also undertake Disability Awareness and Inclusive Practice Training and other opportunities to extend skills and experience and to network with other organisations.

BENEFITS: Enhanced annual leave of 25 days plus public holidays (pro-rata), with an additional day added after one year
An additional leave allowance of up to 2 days for staff who actively observe religious holidays and festivals other than Christmas and Easter.
Free tickets to NYT productions and events
Volunteering days to support your professional development
Enhanced maternity and paternity pay, after a qualifying employment period
Discounts on NYT courses and merchandise
Advice and support available from our Employee Assistance Programme, Health Assured

DBS: Employment with the National Youth Theatre depends upon receipt of a valid Enhanced DBS Certificate, which NYT can help you obtain.

Person Specification

Essential Experience and Characteristics:

- This is a creative producer role for which we require at least three years project management experience in an arts, education, and/or participatory arts environment.

- Experience and knowledge of working with disabled and neurodiverse young people within the arts
- A strong understanding of and commitment to diversity and inclusion in all its forms
- A professional commitment to inclusion and the delivery of arts or educational programmes to a broad range of participants, and to removing barriers to participation that might otherwise exist
- Experience of coordinating and creatively facilitating arts educational programmes
- Experience of working in and/or with schools, colleges or FE
- Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes
- Strong administrative and organisational skills, excellent IT and digital media skills
- Experience of working with and supporting early career creatives
- The ability to work independently, to show initiative, respond proactively and juggle conflicting priorities in a busy working environment
- An understanding and experience of the arts and creative sectors and employment pathways within it
- Current strategic understanding of opportunities, public policy and debates in education, arts and culture funding and provision
- Safeguarding training or the willingness to undertake a Level 3 safeguarding course with NYT
- A can-do attitude and generous spirit

Desirable Experience and Characteristics:

- A passion for inclusion and a commitment to life changing opportunities for young people.
- Experience in work skills or career development programmes
- Professional inclusive practice experience
- Lived experience of disability and or neurodivergence
- Recent disability awareness training or equivalent and commitment to continual personal growth (training will be given as required)
- Understanding or experience of the SEN/nonmainstream sector