

JOB DESCRIPTION

Post Title:	Youth Theatre Facilitator
Post Reference:	
Department:	
Responsible to:	Relevant Curriculum Manager

Overall Purpose of the Role :

(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)

The post holder will be expected to ensure effective support for young people undertaking creative drama workshops and also to work with the Student Support for Youth Theatre staff to maintain a high quality, safe environment at all times.

Creative Industries offers vocational training and continuous professional development opportunities across a wide range of creative programmes including photography, digital media, graphic design, art and design, jewellery and drama.

Key Responsibilities

(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

1. Actively participate in Operational Team meetings.
2. Create a good learning atmosphere encouraging interest and motivation, by facilitating workshops which celebrate diversity.
3. Keep abreast of developments in own subject area. Providing workshop plans where necessary to include collaborative working.
4. Organise the delivery of Youth Theatre Workshops in a manner appropriate to the audience, using drama process methodologies.
5. Provide a model of punctuality and organisation and work commitment to young people.
6. Participate in enrolment procedures and completion of registration when required. Administration duties carried out as required. Provide appropriate statistical information

as required.

7. To undertake mandatory training in Safeguarding Children and Vulnerable Adults as well as any other CPD relevant to the role.
8. Undertake other duties as agreed with the Principal.

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

Internal:

- Managers
- Staff

External:

- Customers
- Suppliers

PERSON SPECIFICATION**POST : Youth Theatre Facilitator**

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education & Qualifications	Qualified to HND or equivalent (SCQF Level 8) in a related subject.	Application		
Experience	Experience of the drama process and working in a supportive environment.	Application/ Interview		
Skills/ Attributes	Excellent communication skills with enthusiasm for the relevant professional discipline Approachable, supportive and self-motivated Able to use own initiative and as part of a team	Interview		
Any Other Relevant Criteria	There will be a base location and you may, on occasion, have to work flexibly across campuses.	Interview		

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a business need.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.