

Speak Out in Hounslow Drama and Dance Co-ordinator

Speak Out
in Hounslow

Speak Out in Hounslow's Drama and Dance Co-ordinator is a vital part of our staff team. They need to be able to deliver basic drama skills and teach our members various dance styles. We also need the Co-ordinator to be able to support our members to devise a play that can be performed in front of an audience and filmed.

All Speak Out projects aim to support our learning disabled adult clients to get fully involved, stand up for themselves, share opinions and engage fully in our local community.

We are offering a role for 10 hours a week at a pay rate of £17.00 per hour. We see this as being a full day on a Thursday (drama sessions in the morning and dance sessions in the afternoon). The remaining 3 hours could be anytime in the week to work with our members/work on your own in shaping up a performable play.

Initially offered as a one-year contract (which includes a three-month probationary period to see if you are the right fit for us and us for you), there is potential to extend the contract subject to funding.

When we recruit staff, we can tell in a very short time if potential employees fit the "Speak Out Way" of doing things. Being positive, friendly and proactive are vital to work at Speak Out. Good self-organisation skills, communication and interpersonal skills are vital.

Person Specification specific to this role

- 1) Demonstrate your experience of running lively and engaging drama sessions.
- 2) Demonstrate your experience in running dance sessions with different styles.
- 3) Experience in writing from scratch, co-ordinating then producing a short drama piece to be performed to an audience. This will be filmed for online use and for training sessions. The theme is hate crime.

Person Specification for all Co-ordinator roles

- 1) Demonstrate self-motivation in organising your own workload.
- 2) Show your skills in working on your own and with supervision to self and management imposed deadlines.
- 3) Experienced in having a creative outlook and approach to your work.
- 4) Demonstrate a desire to share your enthusiasm with clients and our staff team.
- 5) Experienced in coming up with innovative approaches.
- 6) Some experience in working with adults with learning disabilities is preferable (but not essential), with an understanding of the issues they face in engaging in the community.
- 5) Demonstrate good computer skills. You need to have an essential skill set in using email, electronic calendar, mobile phone and voicemail, plus Google software such as Docs and Sheets, Facebook.
- 6) Show effectiveness in producing monitoring and reporting on projects outcomes ongoing and by quarterly monitoring deadlines. This is vital to show funders your achievements.

Vital to all Speak Out Roles

- All staff are expected to support all project areas – such as helping out or standing in at short notice.
- All post holders will be expected to take part in promotional activities for the whole of Speak Out in Hounslow, not just within their project. They will be expected to be great ambassadors of the organisation and its ethos.
- Everyone will be expected to obey Speak Out's policies including safeguarding & confidentiality of clients.
- Everyone will need to participate in the running of the Speak Out office and work fully as part of the team.

Our staff team find Speak Out in Hounslow a great place to work. We are easy going, flexible and supportive... but we expect all our staff to do the work expected of them within this job description.

The Speak Out Directors are very friendly and approachable. If you want to discuss any aspects of this role before applying... please feel free to contact us. Nick (07949 076062). Sally (07949 076081)