

**Recruitment Information:**

**CREATIVE SUPPORT WORKER**

**Summary:**

**Mind the Gap is recruiting!**

Mind the Gap is looking for a Creative Support Worker to join its friendly and welcoming team. We are looking for someone to support our team of Artists on various projects, developing their performance and leadership skills, particularly one of our female artists who has been cast in a touring production ***WALDO by Extraordinary Bodies.*** This role is not open cis-gender men. This is due to the access requirements of the Artist you will be working with.

The Creative Support Worker will support the engagement and participation of the performer both in rehearsals and on tour. They will also provide pastoral support whilst working with the performer as well as undertake any administration needed.

The post holder will support the performer away from Mind the Gap Studios when rehearsing in Bristol and touring to 8 different national venues. From July 2023 when supporting other Artists, this is most likely to be from Mind the Gap Studios in Bradford.

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This role does require the successful candidate to be a car driver.

* Role: Creative Support Worker
* Contract: Full-Time – fixed term for one year (in the first instance)
* Salary: depending on experience between £23,620 - £25,409
* Deadline for applications: Midday on Friday 6th January 2023
* Interviews will be on Wednesday 11th January 2023
* Start date: As soon as possible

For more information about the company visit: <https://www.mind-the-gap.org.uk>

For more information about the show and the company visit:

<https://www.extraordinarybodies.org.uk/about/>

Mind the Gap strives to be a diverse and inclusive workplace where we can ALL be ourselves. We encourage applications from people of all backgrounds, communities, identities and interests. If you have any questions, or need information in a different format, please call us on 01274 487390 or email [arts@mind-the-gap.org.uk](mailto:arts@mind-the-gap.org.uk).

**In more detail:**

**Job title:** Creative Support Worker

**Responsible to:** Academy Director

**Contract type:** PAYE employee; Fixed Term Contract – Full-Time

**Salary:** £23,620 - £25,409 depending on experience

**Office location:** Mind the Gap Studios, Patent Street, Bradford BD9 4SA

**Away from Office** Various theatre venues across the UK

**location:**

**About Mind the Gap**

Mind the Gap is based in Bradford and is one of Europe’s leading theatre companies creating work in partnership with artists with learning disabilities and/or autism. We tour performing arts productions and events regionally, nationally and internationally.

The company delivers a wide-ranging programme of work that falls into three different areas:

* Performance & Live Art: creating bold, cutting edge, world-class performance and live art events that put people with a learning disability and autism at the heart of the artistic process. Currently, we are developing a new outdoor arts show called **Leave the Light on For Me**, that explores the theme of climate change from the views of people with a learning disability and/or autism.
* Talent Development: the Academy provides a range of different courses that nurture and develop the talents and skills of people with learning disabilities and autism. Currently, we involve about 70 adults each week in different skills development programmes. We also run a weekly Youth Academy in partnership with Bradford’s Specialist Inclusion Project.
* Leadership & Change: collaboration and partnership with other organisations is key to ensuring that the arts sector is more inclusive to people with learning disabilities and autism. Currently, we are working with six theatre venues across England, and individuals and communities in those locations, to create more opportunities for learning disabled people to engage with the arts as audiences, participants and artists.

Our custom designed Studios in Bradford offer excellent access and quality equipment and facilities.

**About the role**

We are looking for someone to support our team of Artists on various projects, developing their performance and leadership skills, particularly one of our female artists who has been cast in a touring production with an external theatre company.The Creative Support Worker will support the engagement and participation of the performer both in rehearsals and on tour. The Creative Support Worker will also provide pastoral support whilst working with the performer as well as undertake any administration tasks that may be needed.

The post holder will support the performer away from Mind the Gap studios, touring to at least 8 different national theatre venues but when supporting other Artists on various projects, this is most likely to be from the Studios in Bradford.

This role does require the successful candidate to be a car driver and have full clean license. The post holder will need to have access to their own car or be eligible to hire one from a reputable supplier.

**Essential Skills/Experience**

* Experience of working in a support role for people with additional needs and or learning disabilities
* Excellent communication, listening and interpersonal skills and ability to communicate information clearly and logically
* A flexible, adaptable and empathetic approach to working with people with additional needs
* Experience of working in the creative and cultural sector
* Ability to work on own initiative, with a common sense attitude to trouble shooting problems, and ability to deal effectively with a variety of situations
* Understanding of safeguarding principles
* Full, Clean Driving Licence
* First Aid at Work qualification (or willingness to undergo training)
* Administration skills to help with organising and schedules

**Mind the Gap is committed to equity, diversity and inclusion**

Mind the Gap celebrates and positively encourages diversity and difference. We strive to provide a diverse and inclusive workplace where we can ALL be ourselves. We aim to provide a supportive and nurturing workplace for all our staff including Artists with a learning disability and/or autism, freelancers, Board Trustees, Academy members, volunteers and participants.

Through our work we create space and opportunities for people to be themselves, be proud of who they are, and listen to what they have to say. We don’t expect people to speak for anyone but themselves. We believe having a team made up of people with different views, interests and experiences helps us make good decisions that will benefit the most people. The company provides a welcoming workplace for everyone, where we can safely but directly challenge prejudice and discrimination in ourselves and others.

We know that our current team doesn’t reflect or represent the diversity of our local community of Bradford, the UK or the Global Majority, and are actively working to improve this. Through training, partnerships and conversations we are actively challenging and eradicating discrimination, including racism, in ourselves and others.

**To apply:**

We welcome applications from people of all backgrounds, communities, identities and interests. If there’s anything in the recruitment information you don’t understand, please get in touch and ask. If you need information sent by post, or in a different format, please call us on 01274 487390.

If you require information in a different format from the documents available please telephone 01274 487390 and ask to speak to MJ Jones, or email arts@mind-the-gap.org.uk.

To make an application, please send an email including the following information to: [charli@mind-the-gap.org.uk](mailto:charli@mind-the-gap.org.uk), marked for the attention of Charli Ward, Academy Director:

* A CV (maximum 2 pages of A4) and a cover letter explaining how your relevant experience, skills and knowledge match the needs of the role.
* OR a completed Application Form.
* OR a short video OR audio recording taken on a mobile phone telling us about yourself, and how your relevant experience, skills and knowledge match the needs of the role. You can record up to 5 minutes and send the link.
* OR by recording an audio file on a mobile phone – you can record up to 5 minutes and send the link.

You will help us understand who we are reaching through our recruitment campaigns if you can complete the form or use this link to complete a short Equal Opportunities survey here:

<https://forms.gle/qypJvF6GwFbh9kBB8>

This doesn’t record anyone’s name. It will NOT be used in the selection process.

**Application Deadline:** Friday 6th January 2023

**Interviews at Mind the Gap Studios in Bradford**: Wednesday 11th January 2023.

Please indicate in your covering email if you can attend. The role will start on as close to 16th January as possible.

If you have any questions or wish to discuss the role, please call or email Charli at Mind the Gap on 01274 487390 / charli@mind-the-gap.org.uk.

**What happens next?**

When we have received your application, we will contact you to let you know that we have received it. Your application will be reviewed by a panel of two people, who will select a short-list of candidates for interview.

If you are short-listed, you will be invited to come for an interview on the date above.

The interview will include a tour of the building and a 30-minute Question and Answer meeting. We may ask you to do a small number of tasks to show your skills.

We will send you all the information you need to prepare, including the questions we will ask you at the interview, and ask you if you have any access needs.

There is no particular dress code at Mind the Gap – you can wear whatever makes you feel comfortable in an office setting.

If you are not shortlisted and selected for interview, we will email you to let you know.

***Good luck with your application and we look forward to hearing from you!***