

# OILY CART

## PART TIME FIXED-TERM MATERNITY COVER:

### ACCESS & ENGAGEMENT OFFICER ROLE DESCRIPTION

#### **Main purpose of the role:**

A temporary, fixed-term maternity cover role (expected 9 months – 1 year). During this time, you will take a lead role in ensuring that Oily Cart provides an accessible environment for audiences, participants and staff. To lead on the development and implementation of our enrichment programme that includes local community workshops and artist support. To lead on the development of appropriate supporting resources for public-facing activity, and identifying appropriate access support for staff as required. To support the company in implementing best practice in access for all.

#### **Key terms:**

- Temporary, fixed term maternity cover (expected 9 months- 1 year)
- Part time: 3 days per week
- Annual salary: £28,000 pro rata (i.e. £16,800 for 3 days per week)
- Location: Tooting, London. We expect 2 days per week to be worked from the company's premises, but can be flexible with some home working if required.
- Reporting to: Executive Director & Artistic Director (Joint CEOs).

#### **Enrichment Programme**

- Support with the development and implementation of a new Community Engagement strategy in liaison with the Joint CEOs and other core staff.
- Provide project management for community engagement workshops (approx. 12 workshops per year) including liaising with local community groups to identify appropriate groups to work with.
- Take on a support or facilitation role within community engagement workshops, working with freelance facilitators as required, ensuring participants' access needs are met.
- Lead on the creation of appropriate supporting resources for audiences and participants of all projects / productions, in liaison with the Communications Officer and with support from the company Administrator.
- Coordinate the Associate Artist programme (1 artist per year) and other artist development opportunities throughout the year.
- Coordinate the company's workshops or seminars for sharing for sharing sensory techniques with artists and education practitioners in liaison with core staff (1 main event per year).

#### **Staff Access Support**

- Carry out access audits with all staff (core & freelance), volunteers, board members and prospective members of staff.

- In liaison with the core Oily Cart team, identify appropriate and reasonable access adjustments and lead on implementing these.
- Create Easy Read documents, and documents in other formats, for staff as required.
- Provide wellbeing check ins for freelance staff on projects as required.
- Provide additional access support to individual staff members as required.
- Liaise with the Executive Director to authorise required expenditure on access adjustments and improvements.
- Support individuals with approaches to Access to Work as required, and if a grant is approved and managed by Oily Cart, to provide support with the claims process.
- Promote best practice across the organisation in access, supporting the organisation to identify access improvements, learning, and contributing to the development of appropriate policies and procedures as required.

## **Communications**

- Support the Communications Officer or other staff to ensure that access is considered across all public communications (including the company website newsletter and social media).
- Liaise with the Communications Officer and other staff to provide captions, audio descriptions and transcripts for all video content created by Oily Cart.
- Support Oily Cart staff in making all recruitment processes as accessible as possible.
- Follow the social model of disability in all communications.

## **Other Duties**

- Promote the creative case for diversity and inclusion in all of Oily Cart's activities.
- Adopt and promote working practices that promote environmental sustainability
- Ensure that Safeguarding practice is embedded all communications and engagement activities.
- Undertake training or staff development as appropriate
- Undertake other duties as may occasionally be requested

## **PERSON SPECIFICATION (the skills and experience we need you to have):**

You do not need experience of having worked in theatre or the arts, and you do not need to have a degree. We are interested in hearing from people who can prove that they are organised, able to communicate effectively with a range of people and have a passion for equality.

### **Essential**

- Knowledge and experience of removing barriers to accessing the arts for disabled, Autistic, neurodivergent and other under-represented audience members and artists
- Understanding of safeguarding for children and young people and adults at risk (training will be provided)
- Understanding of access resources including social / visual stories, Easy Read, captioning, audio description etc.
- An organised individual who is able to manage projects.

- An approachable individual who is able to communicate well with different groups of people.
- Ability to use basic office software (e.g. Word & Excel)

#### Desirable

- Care support, or Creative / Access support experience
- Facilitation experience – there is some scope for this role to provide more 'hands on' access support in community workshops if this is within the individual's skill set, but this is not an essential requirement.
- Mental Health First Aider

#### **To apply:**

Please tell us why you would like this job and what skills and experiences you can bring to the company. Please tell us specifically about your access and engagement skills.

You can give us this information by:

- Writing a "personal statement" (we would suggest an A4 page of a word document)
- Recording your statement in a video (we would suggest 3 minutes)
- Recording your statement as an audio message (we would suggest 3 minutes)

Please also tell us about your previous work experience by:

- Providing a written CV. This can include any previous work experience, education, and voluntary experience that you think is relevant to this role.