# Worthing Theatres and Museum

## Casual Licensed Chaperone Job Description and Information Pack

# Who We Are

Worthing Theatres & Museum is a unique arts and heritage charity with a large portfolio of distinct venues: WTM Museum and Gallery (visitors 50K per annum), Connaught Theatre (520 seats), Connaught Studio (164 seats), Pavilion Theatre (750 seats), Pavilion Atrium (creative space with option for 200 seats) and Assembly Hall (950 seats), all positioned within the heart of the borough town of Worthing in West Sussex.

WTM offers a positive and supportive workplace that promotes unity and diversity providing an environment where differences and what we have in common are celebrated. We engage with responsible and respectful working practices and empower our team to shape and deliver WTM’s key objectives with integrity. WTM opposes all forms of discrimination.

# What We Do

Worthing Theatres & Museum is an ambitious organisation that presents a vibrant, diverse and entertaining programme of performances (theatre, contemporary circus, dance, comedy, music, family theatre, talks), events, film, exhibitions and workshops. We manage a museum collection of national significance (costume, archaeology, fine art, toys), present an annual outdoor summer festival and collaborate with leading UK producing and touring companies. We engage with our local communities through a range of projects, partnerships and venue hires, using art and culture to create opportunities for the benefit of the wider community. WTM engaged with 400,000 people per year pre-pandemic. Our annual turnover, before the pandemic, was approximately £5.8 million. WTM receives an annual service payment from Worthing Borough Council for the management and development of its cultural assets. Additional income is earned through ticket sales, fundraising and other revenue streams which include a contribution from our secondary trading activities, such as bars & kiosks (through our wholly owned trading subsidiary).

# Our Vision, Mission and Values

# Vision

Our Vision is a community in which everyone’s lives are enriched through vibrant, exceptional arts and heritage.

# Mission

Our mission is to enable everyone to access arts and heritage by:

1. Delivering a rich and diverse year-round programme of cultural activity
2. Creating shared experiences that inspire, challenge, educate and entertain
3. Reaching out into communities, providing accessible pathways to experience creativity
4. Developing opportunities and partnerships with artists and companies
5. Championing inclusion, supporting the creation and presentation of work that celebrates diversity
6. Creating aspirational opportunities for young people within the cultural industries

# Values

In everything we do we will:

1. Promote excellence
2. Listen and respond to our community and the sector
3. Commit to inclusivity across all aspects of the organisation
4. Support and enhance the wellbeing of everyone we interact with
5. Nurture a culture of collaboration, respect and integrity
6. Take responsibility for our environmental impact

# Key information about the role

* Salary - Hourly Rate £10.62
* Hours – Casual 24th - 27th August 2023 - daytime earliest start 10.30am, latest finish 6pm. Approx. 20 hours total.
* Holiday - You will be entitled to the equivalent of 5.6 weeks' paid holiday (including normal bank and public holidays in England) per holiday year to be calculated on a pro rata basis based on the number of hours worked.
* Closing Date - Thursday 6th July 2023 (WTM reserves the right to close the advert early)
* Interview Date - Will be arranged with candidates individually
* Place of Work - Pavilion Theatre, Connaught Theatre and Worthing Museum
* Reports To - Projects and Community Engagement Coordinator
* Line Manager Responsibility – None

# Principal Purpose of Job (role summary)

To assist in chaperoning the HAF (Holiday Activities and Food) funded children’s activities at Worthing Theatres and Museum (WTM) where we are offering high-quality workshops and sessions for children at Key Stage 2 (7-11 years).

The HAF activities funding is provided by the Department of Education. Local authorities are asked to ensure that the offer of free holiday club provision is available for all children in receipt of benefits-related free school meals (FSM) in their area.

This bespoke programme of activities will be delivered by WTM over four days (Thursday 24th August - Sunday 27th August 2023), offering a selection of activities and a meal for participants.

The activities will include a theatre performance and associated workshop at the Pavilion Theatre on two days (24th and 26th) and craft workshops at Worthing Museum followed by a theatre performance at the Pavilion on the other two dates (25th and 27th).

# Main Duties, Tasks and Responsibilities

* Support the Workshop Leaders, Coordinators and other Chaperones with the day-to-day running activity.
* Assist in supervising young people during scheduled breaks and monitor groups to ensure they are following instruction.
* Accompany participants on bathroom breaks ensuring their safety in a public environment.
* Assist in ensuring the safety and security of all participants by following WTM safe-guarding procedures as appropriate.
* Assist with the administration of activities such as signing-in/out of participants.
* Support HAF events and projects by helping to prepare rooms and supporting the Workshop Leaders and Project Coordinator as appropriate.
* Communicate effectively with other team members.
* Promote a fun and positive attitude for participants.
* Undertake any additional training where required.

# Essential Experience, Skills and Knowledge

* Be a fully licensed chaperone
* Training and experience of working with children or young people including
* safeguarding.
* Some experience in the performing arts preferred.
* Great communication skills, particularly with children.
* A current DBS certificate is essential (Note you cannot start work without one)

# General duties of all WTM staff

* Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
* Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
* Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
* Promote the service and WTM positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Please note duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Our Structure

1. At the top are the Board of Trustees.
2. The Board of Trustees manage The Executive Team.
3. The Executive Team manage The Senior Management Team.
4. The Senior Management Team manage the departments.
5. The departments are as follows:
   1. Technical & Production
   2. Buildings & Facilities
   3. Museum
   4. Programming
   5. Customer Experience
   6. Box Office
   7. Finance
   8. Human Resources
   9. Marketing
   10. Fundraising

# How to Apply

Recruitment Process

To apply visit our website below and fill out an application form on our recruitment portal Staffsavvy.

wtm.uk/whoweare/workforus

We will email all unsuccessful applicants who have not been shortlisted. Due to the volume of applications we cannot always provide feedback to candidates but will always endeavour to do so. All appointments are made subject to satisfactory references and proof of eligibility to work in the UK

# Equal Opportunities

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community. All applications are judged on merit. If you have any questions or require any support with the application process please get in touch with the HR team at [hradmin@wtm.uk](mailto:hradmin@wtm.uk)

Worthing Theatres and Museum is a Disability Confident Committed employer.

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