**Safeguarding & Pastoral Lead on *MANIFEST Research & Development Project***

**February & March 2020**

Produced Moon make exciting experiences for audiences across the UK. Our work is often interactive and immersive, and we use digital technology to create interdisciplinary events and experiences. We make a lot of participatory work, primarily in London and Glasgow. Recent projects include co-designing a piece of game theatre exploring mental health with young people in Bermondsey, and creating an immersive dome containing interactive stories set in the future written by young people local to Platform in Glasgow.

**Job Summary**

Produced Moon are looking for an experienced individual to take on a pastoral/safeguarding role on their upcoming project MANIFEST.

MANIFEST is research and development for a new participatory project exploring power, gender and public space, through movement and drag, for people in North Kensington and the wider borough. The project will culminate in the sharing of a drag king flash mob. The project will work with LGBTQ+ young people and allies from the borough who are women or non-binary. We are seeking to work with young people aged 16 – 21 but parts of the project will be opened up to young people aged 14 – 23.

The project is funded and supported by Westway Trust & Arts Council England.

The project will consist of a series of workshops across February and March 2020 in North Kensington.

The Safeguarding & Pastoral Lead will play a key role in the workshop space, acting as a first point of contact for the young people involved, and will collaborate with the team to ensure young people are fully supported, as well as managing any safeguarding concerns or incidents that may arise.

**Roles and Responsibilities**

Reporting to Line Manager Melanie Frances

Pastoral Support:

* Be in the primary support in the room for young people during the workshops
* Act as first point of contact for young people across the workshops including sending text reminders about workshops, calling to make sure young people know how to get to workshops, answering questions, making sure young people feel informed about their involvement and comfortable with the ways they are engaging with the project;
* Manage reimbursement of young people’s travel costs;
* Work with Produced Moon, artists and young people to discuss and plan for project legacy, referring young people on to similar projects and/or identifying further development routes, where appropriate.
* Being a positive advocate for the project

Manage Safeguarding:

* Work with artists and Produced Moon’s company policies to put project structures and procedures in place to manage safeguarding in workshop spaces and ensure lines of communication are clear;
* In consultation with artists, complete full risk assessments for the young people’s involvement in workshops and public sharing;
* Practically manage safeguarding in the workshop space, dealing with any concerns, disclosures or incidents that may arise, referring on to relevant services and helping young people find support where needed.
* Writing up incident reports, and managing further action as and where appropriate.

**Experience, Skills and Qualifications**

Essential:

* Experience working with young people
* Experience providing pastoral care and/or safeguarding support
* Interest in theatre, dance or drag
* Knowledge of LGBTQ+ issues, feminism and politics
* Experience of working in culturally diverse environments and knowledge of the barriers to participation.
* Enhanced DBS Check

Desirable:

* Experience working in a theatre, dance or drag context
* Experience working with LGBTQ+ young people and allies
* Based in/experience working in North Kensington
* Undertaken safeguarding training
* Undertaken first aid training
* Undertaken mental health first aid training

**Terms and Conditions**

The role will be 6.5 days paid at £130 a day, with a set fee of £845 for the whole project.

This is divided as

* 1 day prep for February workshops
* 4 days for workshops. The workshops will either be weekday evenings or weekends.
* ½ day for sharing on an evening late March 2020.
* 1 day for meeting with young people and Produced Moon to discuss legacy and signpost other opportunities for them.

Please note that due to the nature of the role, we will ask that you undertake an enhanced DBS check if you do not have one already.

If you have any questions about this, or would like to discuss it do get in touch with Mel, Co-Artistic Director of Produced Moon at [melanie@producedmoon.co.uk](mailto:melanie@producedmoon.co.uk)

**How to apply**

To apply please send a CV and cover letter to melanie@producedmoon.co.uk

Final deadline **Tuesday 21st January** at **5pm**

Interviews will take place on a rolling basis

Produced Moon reserves the right to close applications early if a suitable candidate has been found