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STEP

Sadler's Wells x Learning and Engagement Trainee

Location of Role: Based between Angel and Stratford with some homeworking

Placement Hours: 30 hours per week

Placement length: 12 months

The Role: Learning and Engagement Trainee

Salary: £23,088 per annum (in line with London Living Wage at 30 hours/week)

About the Organisation:

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and share dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

About the role

As the Learning and Engagement Trainee you are taking your first step into an arts management role. Working with the Learning and Engagement (L&E) team, you play a pivotal role in delivering activity to increase community engagement, champion social inclusion, facilitate skills development and empower learning.

Main roles and responsibilities include:

- Assisting with organising and coordinating arrangements for National Youth Dance Company Engagement Programmes, including nationwide schools project, summer schools and national workshops
- Supporting onsite and offsite events; attending residentials, workshops, performances, and events where necessary (including some weekends, travelling outside of London and overnight stays)
- Carrying out administrative duties, including dealing with and responding to department enquiries, preparing welcome packs and other project resources, and maintaining records
- Maintaining and developing knowledge on subjects and themes related to L&E activity and applying understanding and learning in an appropriate way to support participants and audiences

Essential skills & behaviour

- Positive and proactive approach to work
- Commitment to social inclusion
- Demonstratable interest and passion in the Arts and Cultural sector
- Understanding of the social impact and benefit of community arts
- Understanding of Health and Safety principles
- Ability to communicate clearly and effectively, using verbal and/or non-verbal as appropriate
- Ability to follow instructions and absorb information
- Ability to plan and organise, working within timelines and to deadlines
- Experience of working with Microsoft Word, Excel and Outlook applications
- Proficient in Math and English
- Ability to maintain accuracy and pay meticulous attention to detail
- Ability to identify problems and seek support and help from others
- Ability to remain calm under pressure
- Responds positively to challenging situations
- Confident working with people from a variety of different backgrounds
- Ability to thrive in a team
- Confident adapting and creating new ideas and dealing with change

Desirable (nice to have)

- Experience creating content for social media/having an interest in ways we can connect with young people via social media
- Awareness of our sector

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 5pm on 12 July, you can upload video or audio responses.

STEP application form

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>



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