



## MISSION STATEMENT

Synergy Theatre Project, a registered charity (1088692), seeks to create ground breaking work which harnesses the energy, instincts and life experiences of those we work with – prisoners, ex-prisoners, young offenders and young people at risk of offending – gives them a voice and, in doing so, their dignity back. We want to inspire change by affecting feelings, attitudes and behaviour and to provide practical opportunities which build a bridge from prison to social reintegration. Our work is founded on the belief that theatre can be transformative and challenges perceptions of prisoners, young people and society, building a more positive future. Synergy is committed to artistic excellence, believing it to be an integral part of achieving this.

## BACKGROUND INFORMATION

Synergy's work comprises the following strands of activity:

- Theatre productions performed by prisoners and ex-prisoners alongside professionals in prisons, theatres and schools;
- Synergy Studio, a theatre-based training programme for prisoners and ex-prisoners offering courses, work experience and progression routes;
- An education programme to engage young people including those at risk of offending and young offenders through high quality, theatre-based activities;
- A new writing programme to seek and develop voices from within the criminal justice system.

Synergy has a proven track record in delivering high quality and critically acclaimed work and has produced: 26 theatre productions including 10 touring productions for young people, a radio project, 30 projects for young people, 3 national prison scriptwriting competitions, 40 playwriting courses, 12 theatre-based courses, 50 rehearsed readings and a short film. Over 1,100 prisoners and ex-prisoners and 1,800 young people and young people at risk have participated in projects, reaching audiences over 27,000 including 15,000 young people. Synergy's work currently impacts approximately 120 prisoners and ex-prisoners, 380 young people at risk of offending and audiences of 3,500 per year.

Synergy's current partners include the Royal Court, Young Vic, Unicorn, Liverpool Everyman and Playhouse and New Wolsey Theatres, HMPs Brixton and Send, V&A Museum and Morley College, Islington Looked After Children, National Offender Management Service (NOMS) and schools, youth offending teams and pupil referral units across London. Our last four mainstream productions have played to sell-out audiences and received 4- and 5-star reviews across the national press. *Girls Like That*, by Evan Placey, won the 2015 Writers' Guild Award for Best Play for Young Audiences.

**Synergy Studio** – funded by National Lottery through the Big Lottery Fund – is Synergy's free theatre-based training programme for prisoners and ex-prisoners offering courses and bespoke projects, all led by industry professionals, which provide a combination of creative, practical and vocational skills. To date, we have collaborated with organisations including the Royal Court and Tricycle Theatres, V&A Museum and Morley College. The programme also offers information, advice and guidance on progression routes and facilitates educational, work placement and employment opportunities with partnering arts organisations. We also refer beneficiaries for additional support and further non-arts-based employment routes where appropriate through St Giles Trust and Crisis. Synergy Studio complements existing services and works with a range of partners including HMPS, NOMS, London Probation and resettlement organisations who identify and refer individuals and cohorts most in need of the interventions, creative participatory opportunities and the alternative routes to learning that we offer.

Synergy Studio offers prisoners and ex-prisoners access to high-quality arts-based learning through which they will develop new and transferable skills, extend social networks, receive progression advice and work placement opportunities – all contributing to helping ex-prisoners break the cycle of reoffending.

Harnessing the success of the programme to date, Synergy is looking to contract a Studio Assistant to support the administration and daily operations of Synergy Studio, as well as promote the work we do. Synergy embraces diversity and particularly welcomes applications from people who have had experience of the criminal justice system.

## **JOB DESCRIPTION**

**Post:** Synergy Studio Assistant

**Reporting to:** Synergy Studio Manager

### **Main purpose and scope of the post:**

The Studio Assistant will provide efficient and effective assistance and administrative support for Synergy Studio, the company's arts-based training and progression programme; contributing to the delivery of high quality and easily accessible learning and engagement activities and progression routes for prisoners and ex-prisoners. Additionally they will promote Synergy's work, and represent the company at sector events.

### **Principal duties**

- Provide administrative support to Synergy Studio
- Collate and administer tracking and evaluation data
- Assist the Studio Manager with project planning and delivery
- Promote the impact of company to potential partners
- Co-ordinate the training programmes including Synergy Studio course timetabling
- Act as liaison between Synergy, participants and partners
- Produce Synergy Studio bulletin for members
- Accompany Synergy staff to external meetings and events
- Provide other support to Synergy team colleagues as required

## **PERSON SPECIFICATION**

### ***Essential***

- An interest in criminal justice and an ability to show an understanding of those in contact with the criminal justice system
- Ability to act as an effective, authentic and credible advocate for Synergy's values, methods and programmes, with the ability to inspire and motivate
- Excellent written and verbal communication skills
- Confident self-starter who is able to ask for direction and help when needed
- Excellent team working skills
- Excellent organisational skills with the ability to prioritise tasks effectively and meet tight deadlines amid a range of competing demands
- Excellent interpersonal skills
- Competent IT skills, a good knowledge of Microsoft Word and Excel and a willingness to learn new computer skills
- A keen interest in the arts
- Very good time-keeping skills
- Ability to offer peer support
- Able to build and maintain relationships with participants and other agencies
- Able to maintain professional boundaries
- Commitment to equality, diversity and promoting the interests of specific groups

## **Desirable**

- Experience of using and managing social media (groups, pages, feeds, etc).

### **Terms of employment**

- Contract: 1 year contract (with option to extend), subject to a three-month probationary period
- Salary: £23,000, pro rata
- Holiday: 25 days, pro rata
- Hours: 16 per week
- The post will be offered subject to a satisfactory Enhanced DBS Disclosure

### **Application procedure**

To apply, please download and complete the application form and send the completed form with a recent CV by email to **nicole@synergytheatreproject.co.uk** with 'Synergy Studio Assistant application' in the subject field. CV's without an accompanying application form will not be considered.

Or post to:

'Synergy Studio Assistant' application  
Synergy Theatre Project  
8 St. Thomas Street  
London SE1 9RR

**Closing date for applications:**

10am Friday 5th February 2016

**Interviews will be held:**

First interview: week commencing 8 February 2016

Second interview: week commencing 15 February 2016