

## **BLUE TEAPOT WORKABILITY PROJECT MANAGER**

**Work with Blue Teapot management team and staff in achieving strategic progressions and aims of Blue Teapot Theatre Company Ensemble and Performing Arts School (PAS).**

**Work with the Artistic Director in maintaining the artistic integrity of overall programme delivery.**

### **WorkAbility Programme**

The WorkAbility: Inclusive Pathways to Employment Programme is a new programme, co-funded by the EU Employment, Inclusion, Skills, and Training Programme (EIST) 2021-2027 and the Department of Social Protection (DSP). The Programme aims to support people with disabilities aged 16 and over who are currently not work ready and/or are distant from the labour market in gaining access to employment/self-employment.

Blue Teapot Theatre Company's WorkAbility programme will explore employment opportunities and pathways for people with disability in the fields of Theatre and the Arts. It will build employment readiness and develop key work skills of project participants that will facilitate access to employment opportunities.

Blue Teapot Theatre Company's WorkAbility Project Manager role will support Blue Teapot actors and students to improve their employment prospects within the arts and assist employers in the arts sector to build capacity to recruit, retain and progress people with intellectual disabilities within their workforce.

### **Primary Duties:**

- Ensure the WorkAbility project contributes to Blue Teapot's Ensemble and Performing Arts School (PAS) programmes continues to maintain the highest of standards.
- Ensure that all work undertaken is in line with the WorkAbility Pobal funding guidelines and grant manual.
- Ensure that the WorkAbility programme is implemented in line with Blue Teapot policies and procedures.
- Create a comprehensive WorkAbility programme plan and schedule based on the WorkAbility grant application and reporting requirements.
- Ensure that WorkAbility Pobal funding finance and progress reporting is completed and filed in line with the grant manual and within the required schedule.

- Liaise with General Manager on legal, insurance and HR requirements for employment, self-employment and work placements.
- Deliver annual programme information events for all Blue Teapot actors, staff and families/carers to inform them about the programme and receive input and feedback.
- Identify and hire tutors and facilitators to undertake training as outlined in the project plan.
- Work with the WorkAbility Ensemble Coach to develop and maintain 13 individual progression plans for the actors.
- Map and schedule WorkAbility training activities (individual and as a group) to be delivered to 13 ensemble actors.
- Work with WorkAbility PAS Coach to develop and maintain 5 individual student progression plans per year for third year students.
- Identify 6 new arts organisations as potential project partners, ensuring that they understand the aims and objectives of the programme.
- Work with these potential partners to identify supports and guidance required for employment of people with intellectual disability (ID).
- Organise 6 disability training sessions and access audits at partner arts organisation for staff in order to ensure they are prepared to support students and actors with ID undertaking work.
- Identify 5 students each year to undertake work experience within a partner arts organisation.
- Work with Blue Teapot Artistic Director to identify 6 Theatre Production Companies who could potentially provide freelance work opportunities for actors.
- Work with these theatre production companies to identify supports required for employment opportunities for people with ID.
- Consult with WorkAbility Coaches to ensure consistency and shared learning between programmes.
- Facilitate the collection of WorkAbility programme feedback and evaluation process to create programme evaluation report.
- Provide regular progress and budget reports to management team.

- All other duties agreed by Board and management team in the delivery for the Workability programme.

### **Functional Skills Required**

- Good verbal & written communication skills.
- Fluency in English both written and oral.
- Good IT skills: Microsoft Word, Excel, Outlook.
- Efficient organisational and time management skills including the ability to prioritise, multi task and achieve deadlines.
- Problem solving.

### **Experience**

- Previous project management experience.
- Previous experience of managing large publicly funded programmes.
- Previous experience of working with adults with intellectual disabilities would be desirable but not essential.
- Previous experience and knowledge of the arts sector.
- Knowledge of employment and equality legislation would be desirable but not essential.
- Understanding of services and supports available to people living with disability would be desirable but not essential.

### **Specific Conditions**

- **Garda vetting is required.**
- Employees should treat each person with intellectual disability as an individual and at all times acknowledge and respect the rights and personal dignity of the person with intellectual disability.
- Employees should have a positive attitude towards working with people with an intellectual disability and help to ensure through his/her work that the people using our services lead as normal and enjoyable a life as possible.

### **Salary**

4 day (30 hours) a week, annual gross salary is €32,000.



### **Conditions of Work**

The Workability Project Manager will be required to work 35 hours a week (5 days). A probationary period of 6 months will apply. This is a special purpose contract, subject to continual WorkAbility project funding secured until December 2028. This role will be based in Blue Teapot Theatre Company, Munster Avenue, Galway City.

***The employee will not be limited by reference to the above role descriptors and as such the employee may be required to perform other duties appropriate to the post which may be assigned from time to time to contribute to the development of the post or to meet organisational change.***

Blue Teapot Theatre Company is an Equal Opportunity Employer and welcome applicants from all backgrounds. We do not discriminate based on race, age, gender, civil status, family status, disability, sexuality, religion or membership of the Travelling Community.