**Voicebox Freelance Facilitator Job Description**

**Job Description**

**Job Title:** Voicebox Freelance Facilitator

**Location:** London and the South East

**Period:** September 2022 onwards

**Dates:**

Due to the nature of the work being needed when the company receives bookings, dates are flexible. Notice will be a minimum of 2 weeks in most circumstances.

**Salary:**

Full day of Workshops (circa 4 hours or more of work): £200

Half day of Workshops (circa less than 4 hours): £115

Training: £15 per hour

**Line Manager:**

Federico Beard

Andy Hill

**Overall Purpose of Job:**To deliver Voicebox’s programme of PSHE/RSE workshops and assemblies in universities and in primary & secondary schools, as and when bookings arise. Assemblies and workshops are delivered to students and teachers alike, to mixed and single sex groups. Voicebox specializes in the exploration of PSHE/RSE topics through an interrogation of gender stereotypes and masculinity.

Workshops are typically 90 minutes in length, assemblies 50-60 minutes.

Our current programme includes but is not limited to the following topics:

* Healthy Masculinity
* Healthy Relationships
* Mental Health & Wellbeing
* Gender Stereotypes & Violence Against Women and Girls
* Consent

**Duties**

**Principal Duties/Activities:**

Principal Duties

* Deliver engaging, professional, informative and compassionate workshops to a variety of young people in schools and other education-based contexts.
* Act as ambassador Voicebox and our corporate partners, and uphold our professional and personable work ethic.
* Connect with the young people we work with to further their understanding of our workshop materials.
* Deliver the workshop content as directed by the relevant Programme Manager.
* Act as a key point of contact for teachers and corporate volunteers for each workshop.
* Feedback and reflect on workshop content, structure, impact etc to relevant Programme Manager.

General Duties

* Work as a flexible team player and provide a high level of customer service to schools and anyone connected with Voicebox.
* To be aware of, and comply with, all policies and procedures at Voicebox including health and safety, safegaurding, freelance facilitator handbook.
* To be aware of, and support, diversity and equal opportunities for all.
* To contribute to the overall ethos, work and aims of Voicebox.
* To attend and participate in meetings and events as required.
* To participate in training and other learning activities as required

Any Special Working Conditions:

* Freelance Facilitator Contract
* Sporadic work (as and when bookings occur)
* Specific bookings may be outside of London

**Person Specification**

**Knowledge/Qualifications**

Essential:

* Higher education qualification in applied theatre/workshop facilitation or equivalent
* Knowledge of the men and masculinities field and associated topics such as: male mental health, VAWG, gender studies etc
* Knowledge of drama workshops/facilitation techniques and theory
* Knowledge of behaviour management techniques and theory
* Knowledge of applied theatre theory underpinning facilitation for personal growth

Desirable:

* An understanding of gender/masculinity theory
* An understanding of the mental health field

**Skills/Abilities**

Essential

* Ability to hold a room
* An ability to facilitate difficult conversations on sensitive topics
* An ability to unpick harmful attitudes and behaviours in a compassionate, understanding, and productive manner
* An ability to manage behaviour that challenges in young people
* An ability to communicate complex topics clearly and concisely

**Experience**

Essential

* Experience of leading workshop
* Experience of working with adolescents

Desirable

* Experience of working in school settings
* Experience of one off, short term, workshop facilitation

**Aptitudes**

Essential

* An ability to connect with others in an authentic and compassionate way.
* A desire to facilitate growth and learning in young people, and to empower young people to make choices that increase their quality of life and overall wellbeing.

We would like to particularly encourage applicants from minority groups for this role.

Did you know: ‘Men tend to apply for a job when they meet only 60% of the qualifications, but women apply only if they meet 100% of them.’ Your motivation and dedication for the role is more important to us than your qualifications. Break the statistic; we would love to hear from you.

**Application Process:**

Please send your completed application form, cover letter, Equal opportunities form to [fbeard8@gmail.com](mailto:fbeard8@gmail.com) by Monday the 15th of August at 11:59 PM.