



**PAPERWORK  
THEATRE**

# **Paperwork Theatre CIC are seeking a Mentor**

## **Role**

Mentor

## **Responsible to**

Co Artistic Directors

## **Who we are**

We are Paperwork Theatre.

We create bold theatre and events which are joyful, playful and full of humanity, staged in traditional theatres, unusual places, and community owned spaces. We are theatre makers, living, working and creating in the North West where we champion artistic excellence whilst maintaining a national outlook, working with established and emerging artists from across the UK. Our work is delivered across 3 core strands: Theatre, Community & Artist Opportunities and is created in response to the question “what does the world need right now?”

Take a look at this short video <https://www.youtube.com/watch?v=0TnbPh1tIEQ>

Check out our latest annual report [https://issuu.com/paperworktheatre/docs/annual\\_report\\_20-21\\_1](https://issuu.com/paperworktheatre/docs/annual_report_20-21_1)

## **Job Description**

You will be responsible for supporting participants of adults and young people during creative projects within our Community strand.

- To engage participants with mentoring sessions and facilitate initial & subsequent sessions to track their progress.
- Signposting participants to opportunities for education, training and employment.
- Establish a positive and interactive relationship with each participant.
- To help each participant to develop or begin to develop life skills and to accomplish specific goals.
- To proactively remove barriers faced by vulnerable people by providing the support that meets their individual needs.
- To take part in relevant creative workshops and events alongside participants.
- Keep records including registers of attendance.
- Complete general administrative tasks to support the delivery of the community projects.
- Manage one's own work in accordance with plans and targets. Ensuring that positive outcomes for participants are measured and reported.

*Due to the sensitive nature of our community work, we are seeking female applicants only for this role*

## **You will have**

- Knowledge and experience of how to network and develop contacts
- Knowledge and experience of building supportive relationships
- To work to and respect confidentiality
- Ability to identify and address barriers to progression
- Ability to use one's own perspective professionally
- Planning and organisational skills
- Skills in setting goals and record keeping
- Have experience of working with diverse communities.
- Have great communication and interpersonal skills.
- Knowledge of the theatre/cultural sector
- Knowledge of the local community and the social landscape.

## **Essential**

- Good knowledge of safeguarding
- Applicants must have at least 2 years experience working in this field.
- Current enhanced DBS check

## **Contract**

- Approximately 1 day per week until December 2021, £100 per day.
- This is a freelance position

## **Location**

- Office based in Baltic Triangle and workshop delivery in Liverpool City Centre.

## **How to apply**

- Please send a CV including 2 referees and a cover letter (2 sides of A4 maximum or a video no longer than 3 minutes) outlining:
  - what experience you can bring to the role in relation to the points above
  - why you'd like to become our Mentor
  - why you would like to work with Paperwork Theatre

Please send videos via We Transfer.

The deadline is Friday 13th August 5:00pm.

Interviews 16th & 17th August, shortlisted applicants may be invited to an interview workshop 18th August 4.30-6pm in Liverpool City Centre where you will be asked to lead an activity.

Please send applications to [info@paperworktheatre.co.uk](mailto:info@paperworktheatre.co.uk) with the subject MENTOR + your name.

If you would like an informal conversation about this role before applying, please send us an email.