

Kickstart Role
TRAINING AND DEVELOPMENT
OFFICER
Recruitment Pack





**Thank you for your interest in the role of
TRAINING AND DEVELOPMENT OFFICER
supported by the Government's Kickstart Scheme.**

Background

Icarus Theatre Collective's mission is to re-energise traditional performance styles and texts for touring productions.

We create work that is dark, expressionist, and dramatic. We believe that theatre is a deliciously destructive force. Our productions aim to surprise, tantalise, and make the unseen seen.

Icarus Theatre Collective (ITC) is an award-winning theatre company and registered charity (No. 1134535) founded in 2004 by our CEO and Artistic Director Max Lewendel.

Icarus Theatre Collective has an office space based in Bermondsey, London and tours its shows internationally throughout England, Ireland, and Europe.

We hired our first Kickstart team member in May 2021, and since then our team has rapidly expanded. Our Kickstart staff are an integrated part of Icarus and provide a wealth of experience and skills to our diverse team.

The role of TRAINING AND DEVELOPMENT OFFICER is supported by the Government's Kickstart Scheme

<https://www.gov.uk/government/collections/kickstart-scheme>.

Please note this role is only open to candidates aged 18-24 and in receipt of Universal Credit in line with the Government's Kickstart Scheme.

To apply, please send your CV, Cover Letter, and Equal Opportunities Monitoring Form to hiring@icarustheatre.co.uk. To be considered for the position, your work coach **must** refer you through the Kickstart programme. (You may send in your documents before or after you are referred, but we cannot offer you the job until you are).

Job Description:

The Training and Development Officer works within the HR department and will report to the Company Manager. The successful candidate will be responsible for guiding the end-to-end development for all company staff.

Responsibilities include:

- Handling onboarding of all new staff (providing the Induction Presentation, explaining the Employee Handbook and other internal policies, setting new staff up with the relevant software log-ins, etc)
- Working closely with Interns and other Kickstart staff to evaluate their long-term goals, spend their training fund, and ensure they're being adequately supported.
- Organising appraisals and check-ins with all staff members.
- Organising and attending interviews for all Kickstart staff and interns.
- Attending weekly department meetings.





Essential skills include:

- A friendly and outgoing personality. Central to this role is the ability to set people at ease and seem approachable.
- Good time management skills, to ensure the company HR calendar is maintained and relevant meetings are scheduled at the right time.
- Trustworthiness and the ability to maintain high standards of data protection and confidentiality.

Desirable skills include:

- Experience in HR or previous team leadership.
- A relevant HR or leadership qualification.
- Creative capacity to advise on new training/development initiatives for the company.

Contract and Terms

Role: TRAINING AND DEVELOPMENT OFFICER

Salary: £9 per hour during probationary period, and £9.55 per hour thereafter.

Hours: 25 flexible hours per week.

Breaks: Staff's 25 hours of paid time per week includes 3 hours for lunches, and a 5-minute desk break every hour.

Contract: 6 months fixed-term contract, subject to a probationary period of 2 months.

Notice: 2 weeks during probation, then 4 weeks.

Holiday: 8.75 days/70 hours of holiday across the duration of the contract.

Training: Kickstart staff are entitled to up to £200 and up to 30 paid hours to spend on professional training or other personal development needs. Additionally, during their working hours staff will be required to participate in TWIN training at home, Lambeth council, and/or Jobcentre for one to two hours per week across the six months. This will include basic employability training including CV development, mock interviews, and completing several online modules.

The Candidate's first three working days will consist of a series of inductions and preparatory meetings with HR and their Supervisor, to ensure they are fully equipped to fulfil their role to their best ability.

Closing Date: [Noon Friday 26th of November 2021](#)

Interviews Begin: [w/c Monday 29th of November 2021](#)

Estimated Start Date: [w/c Monday 13th of December 2021](#)

