



StoneCrabs
Theatre

Project Assistant, Out On An Island

Application pack

Application Deadline: Monday 13th January 2025
Interview: Monday 20th January 2025



Welcome

Dear Applicant,

Thank you for your interest in the role. If successful, you will join a dynamic organisation with over 20-year's history of delivering high-quality theatre productions, training and community engagement programmes.

StoneCrabs Theatre seeks an Isle of Wight- based Project Assistant to support the delivery of our National Lottery Community funded project Out On An Island – Building Bridges. We are a socially engaged organisation, and use heritage, storytelling, theatre and the arts in general for individuals' development, and the fostering of understanding, inclusion and community cohesion. StoneCrabs mission – To shine a light on untold stories – guides our work at the intersection of creative practice, community and place.

We are a small but committed and ambitious team focused on delivering the best possible engagement experiences to our communities, audiences, participants and volunteers. Thanks to support from the National Lottery Community Fund, our flagship community engagement project Out On An Island will run for another 3 years, so it is an exciting moment to join us.

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For more information about StoneCrabs, please visit <https://stonecrabs.co.uk/> and Out On An Island <https://outonanisland.co.uk>

I very much look forward to receiving your application.

Caroline Diamond
Project Manager
Out On An Island

Job description

- **Job title:** Freelance Project Assistant
- **Contract:** Freelance Fixed Term (3 years Contract)
- **Probation:** 6 months
- **Notice:** 3 months (2 week during probation)
- **Hours:** 8 hours per week (with the possibility of increasing subject to funds). Normal hours 10am to 6pm Monday to Friday (including a paid 1-hour lunch break), plus occasional evening/weekend work. No overtime payments – Time Off in Lieu (TOIL) will be given in agreement with the line manager.
- **Pay:** £12/hour
- **Holidays:** 25 days per annum plus bank holidays (pro rata for part-time staff). Office closed for the end of year festivities (dates confirmed annually), for which annual leave entitlement should be used (pro rata for part-time staff).
- **Reports to:** Out On An Island Project Manager
- **Key internal relationships:** Project Artists, Facilitators, Speakers, Trainers, Volunteers, Participants, Trainees, Partner/Hosting Venues
- **Locations:** Home based (as well as Partner/Hosting Venues during activities delivery)

Purpose of the role

To assist the Project Manager in the delivery of the next phase of our flagship community engagement project Out On An Island, including administrative tasks and assisting in the preparation and delivery of the project activities.

StoneCrabs is committed to supporting our team and the wellbeing of our members and you will have the opportunity to shadow the Project Manager for an initial period and to be shown StoneCrabs' admin system.

An induction process will be provided for the Project Assistant prior to assisting activities independently. If needed, StoneCrabs will carry out a DBS check for the successful candidate.

About Out On An Island

Out On An Island was initiated in 2019. It was first funded by The National Lottery Heritage Fund and developed in close collaboration with over 50 LGBTQ+ volunteers and key partner organisations. It evolved into a far-reaching project collaborating with young people, teachers, venues, specialists - engaging with over 500 people each year.

In searching for a community, OOA created a community. Clare Summerskill - Oral Historian and Freelance Academic

The first phase of Out On An Island was an 18 month project which researched the last 100 years of LGBTQ+ History connected to the Isle of Wight. Volunteers recorded over 20 oral histories of LGBTQ+ people connected to the Island – now a permanent feature at Carisbrooke Castle Museums' Island Voices Collection (<https://carisbrookecastle museum.org.uk/island-voices-collection/>) and researched historical LGBTQ+ figures. All of which led to the very first LGBTQ+ Exhibition on The Island - which also featured an LGBTQ+ Timeline and Heritage Trail Map – now featured on Visit Isle of Wight (<https://www.visitisleofwight.co.uk/blog/read/2022/06/lgbtq-heritage-trail-b359>). We also produced the multi-award winning book Out On An Island (Book Of The Year and Best Non-Fiction Book in 2023) and an award winning documentary.

Due to the project success, reach and impact, The National Lottery Heritage Fund supported a second phase which was titled Out On An Island – Pride in Self. Pride in Place. This new phase focussed on looking at the role of the NHS in the LGBTQ+ community during the 1980's and 1990's during the times of the AIDS pandemic and Section 28. Inspired by the AIDS Memorial Quilt, and through community engagement activities, we created a Memorial Quilt - exhibited at Monkton Arts, Carisbrook Castle Museum (2024) and Quay Arts (2025).

The National Lottery Community Fund supports the project third phase titled Out On An Island – Building Bridges. So we can continue holding our monthly meetings enabling our community to socialise, learn, interact and feel supported. In addition, we will be offering specialised support and training to LGBTQ+ emerging leaders and organisations across The Island.

Key responsibilities

Home Based Tasks:

- Organise and book project activities' spaces.
- Contact/liase with project's volunteers/participants – keeping them informed of activities' dates, times etc.
- Contact/liase with project's guest facilitators/speakers – finding out (and sourcing) any materials required for sessions, help with booking travel, accommodation etc.
- Keep the project social media platforms up to date, relevant and in line with StoneCrabs' guidelines.
- Contribute with information gathering for report writing and submission to key stakeholders including The National Lottery Community Fund.
- Assist with recruitment of volunteers/participants and in publicising activities and the project as a whole.
- Support the Project Manager with any other task necessary for the successful delivery of the project

Project Activity Based Tasks:

- Set up rooms for activities – ensuring spaces are safe, comfortable and suitable for use.
- Support the Project Manager and/or guest facilitators and speakers in preparing the activity space and resources.
- Welcoming volunteers/participants, registration and recording accurate information for reporting, photo permission forms and evaluation forms.
- Ensure safeguarding processes are followed as appropriate during activities delivery.
- Document the workshops by photographing and/or filming key moments and achievements. This may include creating social media content such as Instagram stories and reels.
- Collect and collate feedback from activities and contribute to activity evaluation and project reports.
- Support the Project Manager and guest facilitators/speakers with any other task necessary for the successful delivery of the project.

Person specification

We are seeking a personable individual who can use initiative, communicate with a range of people from different generations and backgrounds, work collaboratively, and be highly organised.

It is essential that candidates are aligned with StoneCrabs' and Out On An Island's commitment to diversity, equality and inclusion.

Candidates may have some experience in an administrative role or in supporting the preparation and delivery of community activities.

The role is ideal for part-time workers looking to develop a career in the cultural or community sectors, seeking supplementary experience and sources of income.

Successful candidates will identify as at least one of the following:

- Early career/emerging artists, with some experience of project management or project assisting.
- Early or mid-career project manager or project assistant, wishing to further their skills and experience.
- Facilitators, with interest in social practice, social justice or working in community contexts.
- Experienced professionals in a different industry, with transferable skills necessary to fulfil the role.
- Individuals who share lived experience with the project's LGBTQ+ volunteers/participants.

Knowledge and Experience

Essential

- Experience of undertaking administrative tasks.

Desirable

- Experience of working in a community context.
- Understanding and awareness of safeguarding procedures.
- Knowledge of project evaluation processes.
- An interest in contemporary community arts practices.

Skills

Essential

- Good interpersonal skills and ability to handle challenging situations.
- Strong sense of initiative.
- Strong organisational skills.
- Ability to work effectively and collaboratively.
- Reliable and conscientious.
- Ability to be discrete and maintain confidentiality.

How to apply

Please email the following to caroline@stonecrabs.co.uk:

- An application letter (no more than 2 sides of A4) explaining why you are interested in the company and this role and outline how you meet the person specification (knowledge, experience, and skills). Or a WeTransfer link to a sound recording or video (maximum ten minutes).
- Up-to-date CV.
- Details of any DBS check you hold. If you do not have an up-to-date certificate or are not registered for the update service, we will carry out a new check if you are successful.

We are only accepting applications by email for this post. If it is difficult for you to provide us with information in this way, please call or text us on 07786 080 203 for assistance.

Important Dates

- **Role Q&A Open Zoom session:** Tuesday 7th January @ 4pm. If you would like to attend the session - where you can ask us any question about the role, please email caroline@stonecrabs.co.uk and we will send you a link.
- **Application Deadline:** Please apply by Monday 13th January 2025, midnight.

- **Interview:** If pre-selected, interview will take place on Monday 20th January 2025 in person on the Isle of Wight. Venue tbc. If you have any access requirements, please let us know when you apply.
- **Start date:** Week beginning 3rd February 2025

Reference

If offered the position, the successful candidate will be required to provide 2 references prior to contracting.

Equality, diversity and inclusion

StoneCrabs aims to shine a light on untold stories and build a more diverse and inclusive society. We believe that everyone has the right to access high quality arts and cultural activities, and we strive to draw the most brilliant talent, participants and audiences not only from the proportion of people whose contacts, social mobility, resources, or cultural or financial capital ease them into experiencing the arts, but from the broadest possible range of people.

We recognise that individuals and groups have been and are oppressed on many grounds, including but not limited to gender, race, nationality, colour, ethnic origin, geographical location, sexuality, class, disability, HIV status, domestic status and responsibilities, religion, politics, age or appearance. We are determined that no individual or group should receive less favourable treatment on any of these grounds, or for any other reason related to their demographic or identity.

StoneCrabs are therefore committed to encouraging equality and diversity amongst our workforce, participants and audiences, and eliminating unlawful discrimination. We want StoneCrabs to be a rewarding and enjoyable place to work and engage with, a place where people are treated with dignity and respect, valued for who they are and the contribution they make.

We particularly encourage applications from those who identify as LGBTQ+, disabled people and applicants from global majority backgrounds.

A large print version of this document is available on request.

We also welcome video applications. You can read the 'How to apply' section on this pack for more information on how to apply by video.

If you have access requirements at any stage of the recruitment process, please contact Caroline Diamond at: caroline@stonecrabs.co.uk