We Are Hiring

Freelance Support Facilitator - Education Programme



For more info or an informal chat:

Zoe Andronikou, Arts Engagement Manager - 07482449601

zoe.andronikou@thehabbitfactory.org

www.thehabbitfactory.org

@thehabbitfactory

The Habbit Factory, C/O Queen's Theatre Hornchurch, Billet Ln, Hornchurch, Essex RM11 1QT

Application Pack for the role of Freelance Support Facilitator Education Programme

Deadline for applications: Friday 30th October 9.00am. Successful candidates will be invited to interview by Tuesday 3rd November . Interview will take place on Friday 6th November 2026 between 4:30pm - 7:30pm. The successful candidate will start on Friday 13th November 2026.

This pack contains the role description and person specification for the advertised position at The Habbit Factory. Please find enclosed:

- Company background
- Job Description and Person Specification
- Recruitment Policy

How to apply
To apply for the post please complete the application form at the bottom of the pack and email it to zoe.andronikou@thehabbitfactory.org with the subject line "Freelance Support Facilitator - Education Programme"

Equal Opportunities
The Habbit Factory strives to be an Equal Opportunities employer and we actively encourage applications from people from all backgrounds and communities. We especially welcome applicants from backgrounds currently under-represented in the arts. At the bottom of this pack, we ask that you complete the 'Equal Opportunities form" separately, and email that to hello@thehabbitfactory.org. If you need this application pack in a different format, or would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments made to the recruitment and selection process, please contact us via email at hello@thehabbitfactory.org or via telephone on 07916 299857

Feedback
We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched the person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest.



We are an inclusive arts organisation in The London Borough of Havering. Welcoming all, and working with some of the most excluded and disadvantaged children, young people and adults in the area. Through a targeted network of partners, our work helps people who do not see themselves as artists or have access to any creative engagement or provision.

VISION

Is an inclusive world where everyone has access to the arts.

MISSION

We model inclusivity by welcoming individuals from all backgrounds, and ways of being in the world and by collaborating with our communities through long term engagement to create performances that entertain and challenge society.

VALUES

Adaptable, Visionary, Fun, Accepting

SLOGAN

“Where everyone has their moment in the spotlight”



About us

"This is the first show I have seen at The Habbit Factory, I cried, I laughed... this is the future of theatre, it's local and it's inclusive." **Lucy Benjamin, The Habbit Factory Patron.**

The Habbit Factory is an inclusive arts organisation founded in 2004 situated in the London Borough of Havering and also working in Barking & Dagenham.

Our philosophy is centred around the belief that everyone, irrespective of their abilities or background, is welcomed. We collaborate with children and young people across multiple programmes to create performances that entertain and challenge stigma amongst the audience.

Our motto "where everyone can have their moment in the spotlight" aligns with our vision of an inclusive world, where theatre is accessible to all. Our approach of not conducting auditions to take part, reflects this ideology.

Our core charitable work is split across two programmes:

- Membership Programme: weekly after school inclusive creative and drama classes, targeted at CYP experiencing societal and financial disadvantage: 3-6yrs, 7-11yrs and 12-17yrs.
- Education & Outreach Programme: targeted programme of engagement with local schools, Charities and the Local Authority providing CPD training and addressing complex subjects e.g. mental health, disability, and antisocial behaviour.



About us

Our core charitable work is split across four programmes:

Membership Programme: weekly after school inclusive theatre classes, targeted at CYP experiencing societal and financial disadvantage: 4-6yrs, 7-11yrs and 12-18yrs. The Habbit Factory's Membership Programme provides opportunities for children, young people, and adult members to collaborate with our professional artistic staff and volunteer Blue Tees, fostering the development of essential transferable skills for the future.

On average, we offer free access for 68% of our members. We are committed to seeking out grants and funding opportunities to sustain this initiative moving forward.

Education & Outreach Programme: targeted programme of engagement with local schools, providing CPD training and addressing complex subjects e.g. mental health, disability, and antisocial behaviour.

We have conversation with headteachers and teachers who want an alternative way to teach pupils aiming at those who find it easier to work in a more practical way. This programme does not only benefit the individual, it benefits the educational establishments peer engagement, peer connectivity, inclusivity, acceptance, and equality.

Volunteer Programme: Volunteers enable THF to extend beyond its core team's limitations and bolster community engagement to address societal needs. Roles vary depending on the individual's skillset and availability.

Our in-workshop volunteers are known as the 'Blue Tees' and they buddy with anyone who needs extra support in our membership programme. In 2025/26, in workshop volunteers gave approximately 2300 hours. When multiplied by the London Living Wage (£12.71/hr), an estimated minimum monetary value of £29,233.

Artistic Programme: Creating and performing three productions a year to a total audience of around 2000 people. Each production uses themes to encourage the audience to think about the world.

JOB DESCRIPTION

Contract type: Freelance (this role will require the individual to have their own PLI)
Job Title: Support Facilitator - Education Programme
Reporting to: Arts Engagement Manager
Contract type: November 2026 - July 2027 (Term Time Only, does not include bank holidays)
Project Fee: £4950

Working Pattern: Mondays & Fridays 10:30am - 4:30pm

- **Mondays:** Thames Community Hub, Bastable Avenue, Barking, IG11 0LH / Drapers Brookside Infant School, RM3 9DJ
- **Fridays:** Thames Community Hub, Bastable Avenue, Barking, IG11 0LH / Hilldene Primary School, RM3 7DU

As a Support Education Programme Facilitator, you will work closely with the Lead Education Programme Facilitator and wider project team to support the successful delivery of sessions.

You will work with individuals and small groups of young people, providing targeted support where needed. This may include supporting young people with SEND (Special Educational Needs and Disabilities) and/or SEMH (Social, Emotional and Mental Health) needs, as well as young people who may require additional pastoral or behavioural support.

The role will involve building positive relationships with young people, helping them feel safe and valued, and encouraging them to participate confidently in sessions.

You will also contribute to maintaining a well-structured, calm, and inclusive learning environment and support the wider team with the practical running of sessions.

Key Responsibilities

- Support the delivery of the LifeSkills project in Barking and Dagenham working with NEET young people
- Build positive, supportive relationships with young people, helping them feel safe, valued and confident to participate in sessions
- Provide targeted pastoral and behavioural support to individuals and small groups enabling all participants to fully engage in activities
- Offer additional support for young people with SEND/ SEMH needs, adapting approaches where appropriate to ensure inclusive participation
- Contribute to the smooth running of workshops by assisting with session preparation, set-up and pack-down where required
- Observe and record relevant information about participant engagement, progress and wellbeing to support project monitoring and evaluation

Safeguarding

The Habbit Factory is committed to safeguarding and promoting the welfare of all children and the young people we work with. The Support Education Facilitator will be required to complete an enhanced DBS check and provide satisfactory references prior to commencement of the role.

The post holder is expected to fully always adhere to The Habbit Factory's and schools safeguarding policies and procedures, including maintaining appropriate professional boundaries, accurate record keeping, and following clear escalation processes for any Safeguarding concerns.

The Support Education Facilitator is expected to have completed regular safeguarding training and or be willing to go on courses and keep up to date with best practice in relation to working with children and young people in educational and community settings

Essential Skills and Experience

- Your own Public Liability Insurance
- Commitment to inclusive practice and safeguarding within work with children and young people
- Experience working with individuals with SEMH and/or SEND
- Experience in pastoral support, welfare coordination, or safeguarding informed environments
- Strong understanding of safeguarding principles and ability to follow procedures appropriately
- Ability to provide calm, professional support in sensitive situations

Desirable

- Knowledge of the area and communities local to The Habbit Factory
- A Full UK Driving License and access to a vehicle
- Experience working within a theatre, arts, or community arts setting
- Valid Enhanced DBS check
- First Aid qualification (or willingness to train)
- Safeguarding training at an enhanced level (or willingness to train)
- Experience supporting children and young people within performance or workshop environments
- Knowledge of inclusive arts practice

The Habbit Factory Recruitment Policy

Equal Opportunities

The Habbit Factory is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy..

Ex-Offenders

The Habbit Factory supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact us via email at zoe.andronikou@thehabbitfactory.org or via telephone on 07482449601 for further information about this post or our Recruitment Policy.