

We are Hiring



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**ARTS COUNCIL
ENGLAND**

Freelance Lead Theatre Facilitator (Schools Programme)

For more info or an informal chat:

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

Application Pack for the role of Freelance Lead Theatre Facilitator (Schools Programme)

Deadline for applications: Monday 18th May 9.00am.

Successful candidates will be invited to interview by Wednesday 20th May.

First round interviews will take place on Tuesday 26th May 2026.

A second stage facilitation day will take place on Friday 29th May 2026.

The successful candidate will start 1st June.

Please be aware that the second stage facilitation day will last one hour, with a 30-minute workshop with young people with focus on a specific subject/theme, yet to be confirmed. Followed by a 30-minute interview.

This pack contains the job 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 "Lead Theatre Facilitator"

Equal Opportunities

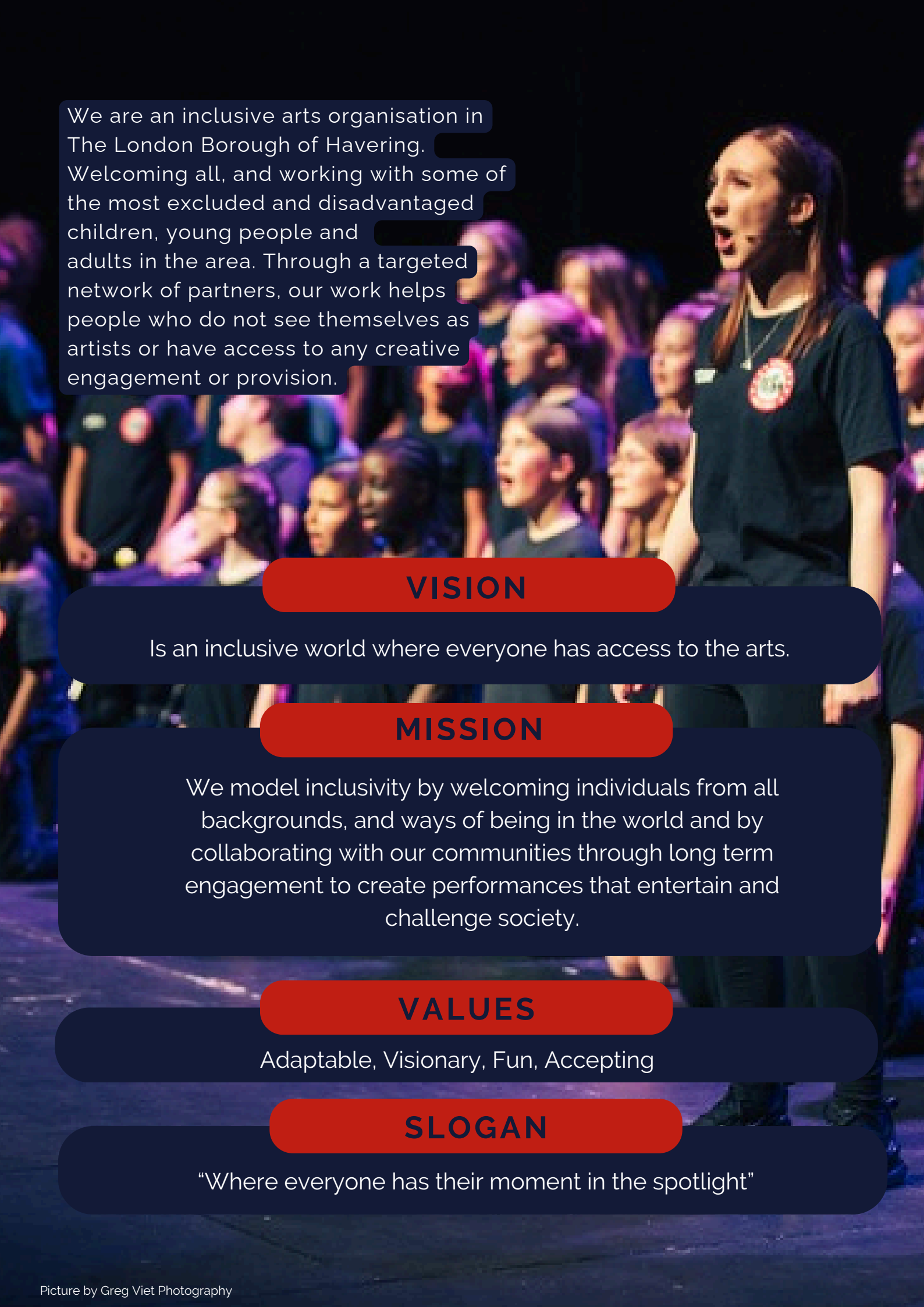
The Habbit Factory strives to be an Equal Opportunities employer and we actively encourage applications from people from all backgrounds and communities. We especially welcome applicants from backgrounds currently under-represented in the arts. At the bottom of this pack, we ask that you complete the '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: 3-6yrs, 7-11yrs and 12-17yrs, 18+. 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, Across all committees, workshop support (Blue Tees), and production delivery including props, costume, and show weeks, 63 volunteers contributed an estimated 5729.5 hours. If valued at the Real Living Wage (£14.80ph), this equates to approximately £84,796.60, an increase of around £24,000 on the previous year, not including the significant contribution of staff, families, members, and our voluntary Trustee Board.

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.

Membership Programme



Our Membership Programme works across four age categories; Infants, Juniors, Seniors and Adults This work takes place in four hubs across Havering. Currently, we have 155 Members who attend weekly working towards two large-scale performances made by/with/for members. Joining The Habbit Factory as a member is completely fee-free.

Workshops are designed to support members' emotional wellbeing. Our inclusive methodology is participant-centred, focusing on three development principles: attitude, behaviour, and skill/education.

Every member with an additional need is supported 1:1 with an adult 'buddy' which is mostly made up with volunteers. Our artistic team are highly trained and take the time to get to know each individual member's abilities and confidence levels and support them throughout workshops and rehearsals so they can enjoy the process, gain self-confidence and achieve their best.

Volunteers (known as the Blue Tees) work alongside our staff and play a vital role in delivering our Membership programme and services to the community.

"My Granddaughter is partial sighted, has hearing impairment and autism. The Habbit Factory don't treat her like she's got a disability and she doesn't stand out when she gets it wrong. Aimee smiles the whole time she's there; it has really boosted her confidence and her self-esteem. Thank you so much to all the gang for (in Aimee's words) making my life better." **Members Grandmother**



Education & Outreach Programme

In 2011, as our work with young people became increasingly recognised and championed, we were approached by several schools to support pupils exhibiting challenging behaviour and struggling to control and regulate their emotions. This led to the development of our Education & Outreach Programme.

The programme is a dynamic initiative that brings the transformative power of the arts directly to schools, organisations, and the broader community. At THF, we believe in the impact of creative expression on personal growth, empowerment, and community building. This Programme is designed to extend the reach of our work beyond our Membership programme, fostering a love for the arts and promoting inclusivity in diverse settings.

Workshops are tailored to meet the unique needs and goals of each educational institution or organisation. Whether it is a one-time curriculum booster, an after-school club, or a long-term engagement, we collaborate with educators to create a customised project that aligns with learning objectives and encourages creative exploration.

Working regularly with numerous schools and local authorities, our education and outreach programme is bigger than ever. Each week, we deliver after-school clubs, curriculum boosters, and specialist projects focused on key areas such as transition, attendance, and much more. We are also excited to be expanding our reach through new collaborations with Barking & Dagenham Alternative Provision and the Havering Refugee Team, enabling us to support even more young people across our communities.

"The Habbit Factory excels at creating a safe and inclusive space where young people feel empowered to express themselves, build confidence, and form meaningful friendships."

Perry Lynch, Deputy Headteacher, Frances Bardsley Secondary School



THF's volunteer roles vary depending on the individual's skillset and availability. There are currently 27 in session volunteers, 11 seasonal volunteers and a further 37 volunteers who have various associations within the charity including, backstage, front of house and committee support. We also have 9 trustees, including a Chair and Treasurer.

In-workshop volunteers are affectionately known as the Blue Tees. They play an indispensable role by dedicating their time, skills, and passion to support and amplify the work of the charity – in a typical year support in kind is around £50k.

Our backstage, front of house and committee support help us on and around productions days. Without support from these individuals our work would not be possible.

Recruitment

THF strategically partners with local and regional organisations like Havering Volunteer Centre, University of East London, Royal Central School of Speech and Drama, Queens Theatre Hornchurch, Barking and Dagenham College, Barking and Dagenham Council, New City College (Ardleigh Green), FIG (family information group) and Mind.

Volunteer Induction

THF's comprehensive volunteer induction process involves immersing volunteers in the core team's activities, workshops, and pairing them with experienced volunteers. THF conducts training sessions on its inclusive model and provides certified training through different organisations on safeguarding and paediatric first aid training, with the aim to increase engagement and retention. Each volunteer is assigned a buddy and receives training on our systems and processes, fostering a supportive environment with a central point of contact.

Volunteer Retention

THF's 80% year-on-year volunteer retention rate reflects our success in creating an inclusive environment fostering a sense of belonging and value for each volunteer. Recognising their contributions through our annual Volunteer Awards and team building events, fuels their commitment to the charity. THF's marketing channel shares insights, stories, and upcoming opportunities with volunteers. Introducing the Volunteer Awards where everyone receives a personalised award of recognition, acknowledges the distinctive achievements of our volunteers and reinforces our appreciation for their individual efforts.

A group of children in black t-shirts with a red circular logo on the chest, standing on a stage with their arms raised in the air. The background is dark, suggesting a stage setting.

Artistic Programme

Theatre is at the heart of everything we do. It is the tool we use to share how we perceive the world, using the voices of the community. We model an inclusive, co-creative method in crafting new productions. Each performance is conceived as a collective endeavour, with every individual in the production contributing as equally as possible to every phase. We produce three productions:

- **Summer Show:** A large-scale musical produced and performed by the children's company within our Membership Programme at Queens Theatre, Hornchurch. Each individual is involved in the creation of the story, characters, props, set, marketing and more. Reaching over 1000 audience members, the show brings together 160 children and young people, supported by around 50 adult's who volunteer their time to make it happen. The performance usually takes place over one weekend around June - July annually.
- **Pantomime:** Following consultation with young people and families around the lack of affordable pantomime ticket options within the local area and the intrigue to see our team play lead role, we decided to trial our annual pantomime project in collaboration with the Myplace Centre, Harold Hill. For what started off as a small performance has since grown into a full-scale pantomime where our Blue Tees and staff take on lead roles, supported by the children's company. This community event offers affordable tickets and draws an audience, with 44% having no prior connections to the cast. The pantomime now serves as an opportunity to showcase our work and welcome new members of the community to all of our programmes





About This Project

The Habbit Factory has secured funding from Arts Council England to deliver a year-long, school-based drama programme working with three primary schools in Harold Hill (RM3). The project is designed to support Year 5 and 6 pupils at a key transition point into secondary school. Through weekly in-school workshops and after-school provision, the programme uses drama and creative practice to build confidence, support emotional wellbeing and develop social skills.

The programme is embedded within the school day, removing barriers to access and ensuring all pupils can engage, regardless of background or prior experience. Alongside pupil delivery, the project includes teacher CPD and opportunities for family engagement, supporting longer-term impact beyond the life of the programme.

The project has been co-designed with partner schools and will be delivered in collaboration with teachers, school staff and The Habbit Factory team. It places a strong emphasis on inclusive practice, participant voice and ongoing reflection, ensuring delivery remains responsive to the needs of the young people involved.

This role will play a key part in shaping and delivering the programme, working directly with pupils on a weekly basis and contributing to its ongoing development and impact.



JOB DESCRIPTION

Job Title – Lead Theatre Facilitator (Schools Programme)

Contract Type – Fixed-term freelance

Reporting to – Arts Engagement Manager

Project Fee – £2,048 per month (equivalent to £210 per day, based on 3 days per week, term time only across 39 weeks).

Where – 3 schools in the RM3 Postcode (Closest Train Station is Harold Wood)

The total project fee is £28,660, paid in monthly instalments across the delivery period upon the receipt of an invoice. The August 2027 reporting period (3 additional days) will be paid separately upon completion.

Working Pattern

June – July 2026

7 weeks, 3 days per week (term time only)

Working days: Monday, Wednesday, Friday

Hours: 8:30am – 4:30pm

September 2026 – July 2027

7 weeks, 3 days per week (term time only)

Working days: Monday, Tuesday, Wednesday,

Hours: 8:30am – 4:30pm 3 days per week (term time only)

Includes workshop delivery, planning and preparation time

August 2027

3 days allocated for reporting and dissemination

About the Role

The Habbit Factory is seeking a Lead Theatre Facilitator to deliver a high-quality, inclusive drama programme as part of a funded Arts Council England project.

This role will lead weekly delivery across three primary schools in Harold Hill (RM3), working with Year 5 and 6 pupils to support their transition into secondary school. The programme is embedded within the school day and uses drama as a tool to build confidence, develop social skills and support emotional wellbeing.



We are looking for a practitioner with a strong, socially engaged creative practice, who believes in the power of theatre to create meaningful change. You will plan and lead engaging, responsive workshops that are shaped by the needs, voices and experiences of the young people you are working with.

Working alongside a pastoral facilitator, you will create a safe, inclusive environment where all young people feel supported to explore, express themselves and take creative risks.

Alongside delivery, you will contribute to the ongoing development of the programme through reflection, evaluation and collaboration with school staff and the wider project team.

Key Responsibilities

1. Workshop Planning & Preparation

- Plan and prepare engaging, high-quality drama-based workshops
- Shape session content in response to participant needs and project aims
- Develop curriculum-linked activities that support learning through creative practice

2. Workshop Facilitation & Delivery

- Lead workshops across three schools, creating a safe, inclusive and engaging environment
- Deliver responsive, inclusive practice, adapting sessions for a range of needs including SEND
- Take creative ownership of delivery, responding in real time to group dynamics and engagement
- Work alongside pastoral staff to manage behaviour and ensure safeguarding

3. Evaluation, Reflection & Reporting

- Monitor and evaluate sessions, including capturing participant voice and key moments
- Track engagement and progress of participants to support reporting
- Complete termly snap monitoring and contribute to project evaluation
- Reflect on delivery and adapt sessions in response to feedback and learning



4. School Engagement & Collaboration

- Liaise with teachers and school staff to review sessions and adapt delivery
- Contribute to teacher CPD sessions, modelling inclusive creative practice
- Build positive relationships with schools, supporting consistency and trust
- Ensure delivery aligns with school priorities and The Habbit Factory's approach

Safeguarding

The Habbit Factory is committed to safeguarding and promoting the welfare of all children and young people we work with. The Lead Theatre 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 Lead Theatre Facilitator will be required to complete regular safeguarding training and keep up to date with best practice in relation to working with children and young people in educational and community settings.

Monitoring & Evaluation

The Lead Theatre Facilitator will play an active role in supporting the monitoring and evaluation of the project, contributing to evidence of impact for funders, schools and internal learning.

This will include the collection of both qualitative and quantitative data during delivery, including session observations, participant voice (such as quotes and reflections), attendance, and engagement tracking.

The post holder will support ongoing evaluation activity in collaboration with the Project Manager and wider team, ensuring data is recorded accurately and consistently in line with The Habbit Factory's evaluation framework, including Do/Review/Improve and Snap Monitoring processes.

Findings from sessions will be used to reflect on and adapt delivery, ensuring the programme remains responsive to participant needs and continues to improve its impact over time.



Key requirements

Essential

- Experience delivering drama or arts-based workshops with children and young people, particularly in school or community settings
- Experience of facilitating inclusive practice with children with a range of needs, including SEND and those experiencing barriers to engagement
- Strong commitment to child-centred, participatory creative practice and amplifying young people's voices
- Passion for working with children and young people, including those with complex or challenging life experiences
- Clear belief in the power of the arts to support confidence, wellbeing and social development
- Strong understanding of safeguarding and experience working with vulnerable groups
- Strong background or training in performing arts, facilitation and/or teaching
- Ability to facilitate creatively in real time, responding to participant needs and adapting delivery dynamically
- Experience working in school environments or a strong understanding of school systems and expectations
- Confidence in delivering inclusive and accessible practice, including working with children with additional needs
- Strong organisational and communication skills
- Strong written and verbal English skills, with the ability to document sessions, write brief reports and track participant progress
- Ability to maintain consistent attendance, punctuality and reliability across a sustained delivery programme
- Commitment to inclusive practice and the values of The Habbit Factory
- Experience working in or alongside school environments, with an understanding of school systems, safeguarding expectations and classroom dynamics

Desirable

- Knowledge of the area and communities local to The Habbit Factory

This job description is a guide for the nature of work required for this role and does not form part of an employment contract



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.

Flexible working

This position offers both remote and in-person work options, based on role requirements.

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 zoe.andronikou@thehabbitfactory.org or telephone on 07482449601 for further information about this post or our recruitment policy.

