

Leaders' Role Description

Youth theatre leaders are essential to the success of the National Festival of Youth Theatres each year. Your enthusiasm, hard work, goodwill and sense of fun are all key ingredients in creating the best experience possible for all the participants. It is hugely important to Youth Theatre Ireland that you have an enjoyable and rewarding experience. To this end, we have put a Leaders' Programme in place. We encourage you to participate as the various workshops, skill share opportunities, and discussion sessions provide opportunities to develop both artistic and leadership skills and to learn from the experiences of other youth theatres.

Youth Theatre Ireland has a Welfare Coordinator in place to support you in your welfare role. There will also be a dedicated Nurse on site to deal with any injuries or illnesses. They will be onsite daily from 9am – 5pm.

So there is a shared understanding of the role of the leader at the Festival, we have developed the following role description. Your youth theatre may already have provided you with a description of your role in the Festival. This role description should work complementary to any outline of the role you have already received from your youth theatre.

1. Leaders are responsible for the welfare of their group, what this means in practice is:
 - Getting the group safely to and from the Festival location.
 - Making sure you know where the participants from your group are at all times.
 - Ensuring participants have adequate meals and rest.
 - Supervising the young people from your group at night, during free time and at any other time they are not involved in scheduled activities.
 - Ensuring participants are in bed and lights are out at the agreed time.
 - Regularly checking in with your young people to see how they are getting on.
 - Reporting any issues with the accommodation or Health & Safety concerns to Youth Theatre Ireland staff.
 - Supporting the young people with any issues they may be experiencing during the Festival such as homesickness or tiredness. Youth Theatre Ireland's Welfare Coordinator is there to support you should issues arise.
 - Informing Youth Theatre Ireland's Welfare Coordinator of any potentially serious welfare or child protection concerns that relate to the Festival. Again, the Welfare Coordinator is there to support and help you!
 - Being available to the young people from your group at all times. You should be contactable at all times during the Festival. One of the youth theatre's leaders should be on campus at all times. **If a Leader wishes to leave the campus (apart from a trip to the shop) for any reason this should be discussed with Youth Theatre Ireland staff and their other Youth Theatre Leader.** This will be assessed on a case by case basis.
 - Being aware of any illnesses, medical conditions or other special requirements a young person in your group may have.
 - Liaising with the Welfare Coordinator on any illnesses or injuries that occur during the Festival.

- Following your youth theatre's Code of Behaviour for Staff/Volunteers and other relevant policies and procedures such as its anti-bullying policy, safe use of images, procedures for trip away etc.
- Following your youth theatre's confidentiality and data protection policy particularly with regard to sensitive information on participants.
- Following Youth Theatre Ireland's guidelines for projects involving youth theatre groups.
- Liaising with other leaders and Youth Theatre Ireland's Welfare Coordinator should an issue arise between groups or involve participants from more than one youth theatre group.
- Communicating with parents/primary carers should you have a concern about a young person or if a young person is ill or injured.

2. Working as part of a team to ensure the Festival runs smoothly by:

- Following the Festival Timetable
- Attending all Leaders' Meetings
- **Working with your own youth theatre colleague so responsibility is shared**
- Ensuring the young people are aware of, and following, the festival timetable.
- Ensuring the participants from your youth theatre are in the appointed space and ready to start at the appointed time.
- Informing the Youth Theatre Ireland Wellbeing Officer (Cathal Thornton) if a young person is absent from a workshop or activity for any reason.
- Creating a Group Contract with your participants in advance of the Festival.
- Reminding the young people in your group to follow the Festival rules and your own youth theatre's group contract.
- Support the festival team with evening activities.
- Participating in the Leaders' programme. We would encourage you to participate as much as possible as your welfare duties allow. We also understand that you may need a rest!
- Participating in the Festival Evaluation and facilitating your group's participation in the Festival Evaluation.