



"Theatre Troupe was amazing and eye-opening in many ways. I experienced being part of a serious, well-structured arts-based community intervention that delivered magic and had a unique impact on young people."

(Volunteer, 2023)

Volunteer Coordinator Recruitment Pack 2025



Theatre Troupe is...

...a theatre-arts organisation that works with young people in the UK, who have experienced adverse childhood experiences, and have acute and complex mental health problems as a result. It is our mission to reach children and families who have been marginalised in multiple aspects of their lives to demonstrate the power that theatre -in all its art forms - has in changing lives.

When children join us, they become a member of a “troupe,” a theatre family that works together to make a show, through performance, creative writing, design, music and more. Each child works alongside their own volunteer mentor, and through creating artistic work and having an emotional outlet, can heal and move on to brighter futures. We know it works, because our method - The Theatre Troupe Model - has been honed through a doctoral research project, offering a tried and tested way to reduce distress in those that are cut off from society.

- We offer **community projects**. Most recently we have delivered East London Youth Troupe and Southwark Youth Troupe for 7-11 year olds.
- We offer **bespoke projects in schools and other settings**, working with children in our communities. This has included schools, hospitals and in the family home.
- We lead the field in **volunteering practice** through our one-to-one mentoring initiative. We've worked with hundreds of volunteers of all ages, from a wide range of backgrounds. Many volunteers work with us for years and we have a strong track-record in employing our past volunteers and having them represented on our board.
- We have a specialist methodology - **the Theatre Troupe Model** - which was developed through PhD research. We teach our method in university settings, including a MSc. module based at Queen Mary University London, now in its sixth year. We have also taught the model in the University of East London, De Montfort University, Royal Central School of Speech & Drama and Goldsmiths College.

Our high level of support, which includes a therapist, food, transport, and one-to-one mentoring, means young people are steered towards us when other interventions don't fit: because face-to-face therapy isn't working; they're on waiting lists with deteriorating health; or they can't access community activities because they need one-to-one support or can't travel alone.

Through our standardised Theory of Change (evaluation method), we have shown the impact of our work in reducing distress, increasing confidence and building safe relationships, with high praise from young people, parents/carers and the professionals that refer them.



Backdrop, SYT Senior Troupe 2023

About the role

East London Youth Troupe (ELYT) and South London Youth Troupe (SLYT) are Theatre Troupe's flagship programmes. They run for 7-12 year olds although it is our intention to introduce continuation programmes for children aged 13-18. Each group consists of up to 18 children who live, are educated or access services in the London Boroughs of Tower Hamlets and Southwark, all of whom have significant emotional distress as a result of adverse childhood experiences (ACEs). This includes: family and community abuse and neglect, bullying, domestic violence, conflict and displacement (migrants, refugees and asylum seekers), and severe poverty, including coping inadequate living environments

Volunteers are the life blood of Theatre Troupe. Our specialist methodology - the Theatre Troupe Model - established the essential component of volunteers which underpins everything we do. Most volunteers are one-to-one mentors, but we also have our "chorus", who work across the project in a range of ways. Our volunteer programme is highly successful, and transformative for both children and volunteers alike. Many volunteers go on to pursue careers or further training in education and health settings as a result of their engagement with Theatre Troupe.

Up to now, we have been recruiting volunteers on a project-by-project basis, but as we upscale and reach more young people, there is a requirement to build and implement a rolling programme, with a central application process. The Volunteer Coordinator is key to developing and maintaining this. We are especially looking for a volunteer system that engages longer-term volunteers as well as shorter-term placements. This is particularly critical as our method has attachment theory at its heart.

Practical details

Timescale of contract: November 2025-December 2026

Fee: £8680 (14 hours a week for 40 weeks to be spread across the period, as mutually agreed between Theatre Troupe and the post holder).

Reporting to: Artistic Director

- ELYT will take place after-school on **Wednesdays** from mid-January-December 2026. Activities are at Queen Mary University London's Mile End Campus.
- South London Youth Troupe (SLYT) will take place after school on **Mondays or Thursdays** from April 2026. Activities are planned to take place in Southwark Playhouse Elephant
- The post requires attendance at some training and early workshop sessions, but much of the role on Wednesdays/Thursdays or Mondays can be remote. Other hours can be flexible as agreed between Theatre Troupe and the post-holder.



Our projects offer door to door travel and home made refreshments



A mentor and child work on set design
Southwark Youth Troupe 2023



Our artist therapist leads the art
drop-in SYT 2022

About the role (continued)

Roles & Responsibilities

Recruitment

Duties include:

- Ensuring there are enough high quality volunteers for ELYT and SLYT throughout each year
- Developing a rolling timeline for volunteer recruitments
- Building a bank of organisations and initiatives in order to recruit volunteers
- Design a marketing strategy to promote the benefit of volunteering for Theatre Troupe through recruitment drives, social media, press campaigns, and other profile-raising activities
- With the Artistic Director, engage in the volunteer application and shortlisting process

Management:

The post-holder will be responsible for volunteers attending and participating in the workshop programmes. This includes:

- Providing volunteers with all necessary information required to work on projects
- Arranging travel routes for mentors' door-to-door travel with children
- Ensuring schools and parents are conversant with travel arrangements
- Communicating on the day changes regarding mentors, participants and travel arrangements
- Weekly promote volunteer activities, achievements and voices through social media

Safeguarding and Training

Duties include:

- Ensuring volunteers are up to date with and adhere to Theatre Troupe's policies and best practice
- Undertake DBS processes for new volunteers
- Arrange volunteer attendance for training sessions and external online training
- With the Artistic Director, managing safeguarding disclosures and incidents where volunteers are reporting

Administration

- Developing and managing a volunteer database
- Keeping good records of volunteer activity including engagement and attendance
- Supporting the collection of volunteer feedback and evaluation



Volunteers Southwark Youth Troupe 2022



Volunteers East London Youth Troupe 2025

About the role (continued)

Person Specification

Essential	Desirable
EXPERIENCE	
Experience working in a community or grassroots organisation in an administrative or management capacity	Experience in recruiting and managing volunteers
Experience of volunteering in some capacity	Experience of social media campaigns and initiatives for community organisations
Experience managing social media and/or communications for a group or organisation	Experience of working in an arts organisation
Some experience of content creation for different platforms	Proficiency with digital design/editing tools
SKILLS	
Track record of using initiative	
Co-ordination and time-management skills with a proactive approach to managing and prioritising workload	
Excellent interpersonal skills with the ability to form positive working relationships	
Strong problem solving skills	
The ability to be flexible and manage a variable workload	
OTHER	
An interest and belief in Theatre Troupe's research and practice	

How to apply

Theatre Troupe aims to treat all people equally. We believe that human beings are characterised by diversity and we aim, in all our activities, to give expression to that diversity. We believe that no person or group should suffer disadvantage for any reason of heritage, ethnic origin, culture, gender, disability, religion or sexual orientation and we declare our intention to work with others for the elimination of such discriminatory practice.

We especially welcome applicants who are from global majority backgrounds, and are representative of the young people we work with.

We also especially welcome applications from those with lived experience of mental distress and/or neurodivergence

Consequently, interviews will automatically be granted to those who are from backgrounds with Protected Characteristics and meet the essential criteria in the Person Specification.

If you're interested in applying for the role, complete the application form and email it to **emily@theatretroupe.org** along with a separate covering letter of no more than 2 sides of A4, detailing how you meet the job criteria.

Please note, due to safer recruitment practices, we cannot accept CVs.

Closing date for applications is **Thursday 2nd October** at 11pm.
interviews will take place **Wednesday 8th - Friday 10th October**. Please make sure you're available during these times.

The contract will start on **Thursday 6th November 2025**

This role requires an up to date Enhanced Level Disclosure and Barring Certificate (DBS). If you don't already have one and you are selected for the role, you will need to achieve clearance through Theatre Troupe's DBS process before you start working for us.

For any questions about the role or your application not covered by the documents we send you, please email Theatre Troupe's Artistic Director, Emily Hunka at **emily@theatretroupe.org** or call Emily on 07951 047015.



What volunteers say about us...

"I wanted to take a moment to express my deep gratitude for the incredible year of growth and learning I've experienced in the UK under your guidance."
(placement student 2024)

"I can't believe how much of the magic of live professional theatre I got from this presentation. The performances, the set, the costumes and the ENERGY was absolutely unbelievable. There's too much to mention but I loved it all."
(volunteer, 2022)

"It was a brilliantly mad and a very loving experience full of warmth and hope...The young people were super-intelligent, very funny and a joy to work with and I felt that you and the rest of the team did a fantastic job of honouring their ideas and their vision."
(Volunteer, 2020)

It was the best demonstration of how art can be the centre of a programme where so many talented people work and so many young people are motivated to participate. The highlights are, beyond reasonable doubt, all the moments where I saw young people smile, take part, express themselves, interact with peers and be proud enough of themselves to show their progress to their family and friends."
(volunteer, 2023)

"There is something special about Theatre Troupe, it is not just the coming together of young people to work on a creative project over a sustained period but the coming together of mentors and mentees in a unique" relationship."
(Placement student, 2023)

"I have felt so privileged to be part of such a unique and special organisation and it has been an honour to work amongst some amazing adults and young people alike. I really will cherish the experience I have had"
(volunteer 2021)

"After being a small part of Theatre Troupe, it has moved me in such amazing ways that I cannot describe in words. Thank you for doing such great work for society."
(Placement student 2021)