



Inclusivity Manager

Role Type: Volunteer

Time Commitment: Flexible around need (max 2 hours per week)

Location: Theatre/rehearsals or remote

Overview

The Inclusivity Manager plays a vital role in ensuring that everyone—regardless of background, ability, or circumstance—feels welcomed, included, and supported within our theatre community. This role involves assessing and understanding the diverse needs of our cast members, crew, volunteers, and staff, and making adjustments where necessary to ensure accessibility and inclusion across all aspects of our work. You will collaborate with production teams, directors, and volunteers to implement reasonable adjustments and create a fully inclusive environment for all participants. The role requires someone with a passion for equality, diversity, and ensuring everyone has the opportunity to contribute and thrive in a creative environment.

Key Responsibilities

- Assess and understand the specific accessibility and inclusion needs of cast members, volunteers, crew, and staff.
- Work closely with the production teams to ensure that rehearsals, performances, and events are fully accessible to all involved.
- Advise directors and other key staff on best practices for inclusivity and making reasonable adjustments for cast and crew members.
- Provide support for cast members and volunteers with additional needs, whether physical, sensory, mental, or emotional.
- Implement strategies and initiatives to encourage diverse participation, ensuring that the theatre is welcoming and accessible to all members of the community.
- Develop and maintain clear, inclusive policies and practices, ensuring all new members, volunteers, and cast members are aware of them.
- Ensure all events, shows, and performances follow inclusivity and accessibility best practices.
- Liaise with external organisations and support services to provide additional help for those with more complex needs.

Skills Required

- **Strong understanding of inclusivity** – Knowledge of equality, diversity, and inclusion practices, especially in a creative context.
- **Empathy and sensitivity** – A caring and compassionate approach when addressing the needs of individuals.
- **Excellent communication skills** – Ability to engage with a diverse range of people, ensuring clear and respectful dialogue.
- **Problem-solving skills** – Ability to identify barriers to inclusivity and suggest practical solutions.
- **Organisational skills** – Ability to implement and track inclusivity initiatives and adjustments effectively.
- **Collaborative mindset** – Ability to work alongside directors, staff, and volunteers to foster a culture of inclusivity across all activities.

KPIs (Key Performance Indicators)

- Ensure **100% of productions** and events are assessed for accessibility and inclusivity needs.
- Implement **reasonable adjustments** for at least 90% of participants who require support.
- In liaison with the Safeguarding manager, provide inclusivity training or awareness sessions for **100% of staff and volunteers** annually.
- Receive **80% or higher positive feedback** from cast and volunteers on their experiences of inclusivity practices.
- Ensure **100% of new members** are made aware of inclusivity policies upon joining the group.

Why You'll Love This Role

As the Inclusivity Manager, you will be instrumental in fostering a diverse, welcoming, and accessible environment for everyone involved in SMTC. You'll be able to make a direct and meaningful impact by ensuring that all participants can take part in productions, regardless of their personal circumstances. It's a deeply rewarding role that combines creativity with compassion, making sure that everyone has the chance to shine.