



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Director of Access & Equality Job Description

OVERVIEW

The Lir Academy at Trinity College Dublin, which celebrated its 10th anniversary in 2021/22, is seeking to appoint a new member to its Senior Management team - the Director of Access & Equality.

This newly created position is central to the realisation of The Lir's new Strategic Plan 2022-2026 which is available [here](#).

The Director of Access & Equality reports to the Director/CEO and is a crucial member of a small Senior Management team that includes the Director of Administration, Director of Technical Training, Director of Marketing, Director of Foundation Diploma and Short Courses, Director of Development and Commercial Director. The appointment of a Director of Teaching & Learning is planned for 2023.

POST SUMMARY

The post is designed to transform the nature of the Lir itself, by working to diversify our student and staff community and ensure that all students and staff feel welcomed and embraced by the Academy and have opportunity equity to achieve their full potential at the Lir.

Equity & Equality are at the heart of the Lir's plans for the future. The new Director of Access & Equality will ensure that we achieve the following ambitions outlined in our current strategic plan:

- Create an Outreach Department which will be positioned at the core of our operations.

- Deliver a broad range of outreach projects, partnerships and activities across the island of Ireland with a particular focus on DEIS schools, schools with diverse student populations and communities of place or interest.
- Develop and implement robust Diversity Policies to deliver broader representation across our students, staff and Board including an updated Gender Equality Policy (to be launched in 2023) an Anti-Racism Policy (to be completed in 2022) and a Disability Policy (to be completed in 2023 following the appointment of working group in 2022).
- Complete the work of decolonising our curricula with ongoing input from our Black Lives Matter Forum comprising graduates, current students and staff.

The appointment of a Director of Access & Equality will enhance significantly students' experience of studying at The Lir by providing robust support for students and staff who might ordinarily encounter barriers to their engagement with conservatoire training. This includes, but is not limited to, Black & Global Majority students and staff, disabled and neurodiverse staff and students, Irish Travellers, those from disadvantaged socio-economic backgrounds and members of the LGBTQI+ community.

The Director of Access & Equality will also lead on the delivery of a programme of graduate supports as part of the Lir's newly established Alumni Network and advocate for greater diversity within the professional theatre, film and TV Drama sectors. In structuring the role in this way, we believe it provides a unique opportunity for an individual with a passionate belief in equity, inclusion and diversity to work directly with inspirationally talented young people before they apply to the Lir, whilst they are studying with us and as they are building their careers after graduation.

We envisage this role to be central to everything that the Lir does in the future as it will: determine who gets to study and work at The Lir; ensure that everyone can bring their full authentic selves to their work or study; and deliver a shared sense of belonging across our entire community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Primary Role:

Access & outreach activities:

- Working with the Director/CEO to agree access and outreach priorities for the Lir in keeping with the ambitions outlined in our Strategic Plan 2022-2026
- Working with the Director/CEO to develop an appropriate structure to deliver these priorities

- Work to develop meaningful partnerships with community organisations including DEIS schools, schools with diverse student populations and communities of place or interest within the immediate vicinity of the Lir Academy
- Lead on the delivery of an on-going year-round programme of outreach activities
- Investigate the possibility of running Outreach Programmes within the Direct Provision System
- Investigate the possibility of running Outreach Programmes with Irish Traveller Youth Groups
- Work with professional Theatre and Film organisations which already have Outreach initiatives in place.
- Develop and utilize the Lir's nascent Diversity Ambassadors initiative to drive the success of outreach activities
- Devise and deliver an appropriate structure to extend the Lir's outreach activities Nationwide over time
- Deliver a programme of work, including backstage tours, open-days, workshops, ticket offers and other community engagement activities to increase access to the building and make the Lir a more welcoming venue for all
- Reviewing all the Lir's application processes towards identifying and removing barriers to access for potential students
- Continue to identify and remove other barriers to access over time
- Working closely with the Director of Development on developing strategic partnerships and opportunities alongside funding growth and funding applications
- Working closely with the Director of Marketing to ensure the Lir is sending out a positive and welcoming message in all its communication efforts
- Liaising with relevant Trinity departments
- Lead on the Lir's engagement on all Trinity-wide diversity, inclusion and community engagement initiatives

Equality of Opportunity:

- Work with the Director/CEO to refresh the Lir's Gender Equality Policy and lead on the implementation of initiatives identified to guarantee equity and equality of opportunity for all female, non-binary and trans students
- Lead on the implementation of agreed actions identified in the Lir's Anti-Racism Policy (to be launched in January 2023) to guarantee equity and equality of opportunity for all Black and Global Majority students
- Working with the Director/CEO and Course Directors, lead on the delivery of decolonisation review of all our curricula

- Chair the proposed Disability Forum (to be inaugurated in early 2023 utilizing the successful model used for our Black Lives Matter Forum) which will be tasked with developing a Disability Policy for The Lir
- Lead on the implementation of key actions and initiatives identified in the Disability Policy

Student & staff support structure:

- Provide a direct line of support to students where issues of equity, equality, identity or representation are a concern
- Work with the Director/CEO and Academic Director on implementing the recommendations of the Lir's first Quality Review (completed in June 2022) including the design and delivery of additional supports for Black & Global Majority Students and neurodiverse students
- Work with the Director of Administration, Academic Administrator and Trinity Student Support Services to continually improve student welfare issues including mental health supports and disability access
- Work with the entire Lir team to continually improve the learning environment for all our students
- Assuming the role of Chair of the new Student Staff Council (to be launch in early 2023) which is envisaged as a structured, safe and trusting inter-generational platform to facilitate a conversation on issues including Gender Identity, Anti-Racism, Appropriate Casting and other issues of concern to the student body
- Lead on the development of a 'Trusted Individuals Programme' which will deliver a team of trained individuals to act as Dignity & Respect Contact Persons for any student or staff member who has been the target of bullying or harassment including sexist, transphobic or racist behaviour or language, including microaggressions.

Alumni and Industry Relations:

- Lead on the delivery of a series of events as part of the Lir's Alumni Network designed to support all graduates at the beginning of their careers
- Work with the Director of Marketing and Director of Development on the successful delivery of all aspects of the Lir Alumni Network
- Collaborate with the Professional Sector to help achieve greater diversity in Theatre, Film, and TV Drama.
- Advocate through various means to improve opportunities for female, black and global majority, disabled, neurodiverse and LGBTQI+ graduates working in Irish Theatre, Film, and TV Drama.

Partnerships & Fundraising:

- Work closely with the Director of Development on developing strategic partnerships and opportunities
- Work closely with the Director of Development on funding growth for outreach and access activities
- Lead on grant writing and funding applications for outreach and access initiatives as required

Other:

- Working with the entire Lir team on the delivery of the relevant objectives of the Lir Strategic Plan 2022-2026
- Submitting regular reports on the Lir's Access & Equality initiatives and processes to the Director, Board and Diversity and Equality Committee and others as required
- Preparing and maintaining a Risk Register for the Access & Equality Department, reviewed quarterly by the Director/CEO and Director of Administration
- Working with the Director of Technical Training & Facilities, the Venue & Events Manager and the Director of Administration on the smooth delivery of all outreach and access events
- Liaising with relevant departments in Trinity, particularly the Disability Service
- Attending meetings of the Diversity and Equality Committee as required
- Provide administrative support to the Diversity and Equality Committee as required
- Other duties as requested by the Director

PERSONAL SPECIFICATION

Qualifications, Knowledge and Experience:

- A minimum of 5 years' experience working in the area of access and outreach in an arts organisation or third level institution is essential
- A minimum of 3 years' experience in a senior management position in an arts organisation or third level institution is essential
- Demonstrated success in grant-writing and fund-raising for outreach and access events is essential

- Experience of working professionally in theatre, film or TV drama production is desirable
- A formal third level qualification (at honours degree level or higher) in the areas of Diversity, Access or Inclusion is desirable
- A formal third level qualification (at honours degree level or higher) in Acting, Drama, or a related discipline, is desirable
- An understanding of the professional theatre, film and TV drama production environment is desirable
- An understanding of third-level student support processes and systems is desirable

Competencies - our ideal candidate is:

- **Supportive:** gets real satisfaction from our students achieving their full potential
- **Empathetic:** understands the pressures on our students, teaching and academic staff and is determined to be supportive of their efforts
- **Strategic:** with an ability to forward plan and work towards long-term, ambitious outcomes
- **Relationship Driven:** ability to interface effectively with various stakeholders; fosters good working relationships
- **Ambitious:** believes the Lir can continuously improve the training we offer a more diverse student body, and the support we offer our teachers
- **Passionate:** about both their role and working within education and the performing arts
- **A Strong Communicator:** convincing and confident when speaking to others; comes across as welcoming and approachable in manner. Able to communicate effectively in writing. Documents are clear, concise and error-free.
- **Conscientious:** is accurate in their work and pays attention to detail
- **Deadline Oriented:** can handle multiple tasks simultaneously and meet deadlines
- **Resourceful:** can work on own initiative; knows where to find information/help and can problem solve
- **Flexible:** can operate flexibly within a busy drama school environment
- **A Team Worker:** can operate effectively as part of a team
- **Analytical:** can identify a problem and propose a solution
- **Highly Experienced in MS Office:** including Word, Excel, One Drive, SharePoint and PowerPoint.
- **Focused:** display strong attention to detail and concern for accuracy
- **Organised:** is passionate about processes and systems

WHAT WE OFFER

- A competitive salary;
- Flexible working hours, including option to work-from-home;
- Flexible holidays (20 days per year) plus an additional 5 days over the Christmas period in lieu of overtime worked during the year;
- Cycle-to-Work Scheme;
- TaxSaver Rail Tickets;
- EAP (Employee Assistance Programme);
- Complimentary tickets to all Lir Academy Theatre Performances;
- Regular invites to external theatre Industry events: including plays/shows/performances etc.

The Lir Academy prides itself on providing all our staff, students and guests with a vibrant, dynamic and safe working environment. As a company, we are committed to welcoming an inclusive & diverse range of people into our organisation. The Lir Academy is an equal opportunities employer and we do not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race.

SALARY

€45,000 - €50,000 commensurate with experience.

TERMS AND CONDITIONS OF EMPLOYMENT

The position is initially offered as a one-year fixed term contract renewable on an annual basis following an annual review against agreed key performance indicators and performance metrics. The contract includes an initial six-month probationary period.

The position is based primarily in The Lir Academy on Pearse Street in Dublin or in our support offices.

The Director of Access & Equality reports to the Director of The Lir Academy.

General working hours are Monday-Friday, 9am-5pm. The Director of Access & Equality may be required to work outside these hours particularly on performances and events taking place outside of normal working hours.

APPLICATION DETAILS:

All applications will be overseen in the strictest of confidence by The Lir's Director of Administration, Anne Fitzpatrick.

Interested candidates should submit a letter of application and a full CV to recruitment@thelir.ie

APPLICATION TIMELINE:

Closing date for receipt of applications: 5pm Tuesday, December 5th 2022.

Interviews will be held on the week beginning December 12th 2022.

Preferred starting date is on or before February 6th 2023.

SELECTION METHODS:

Short-listing of candidates will be based on the information contained in their CV and covering letter.

Applicants called to interview will be asked to prepare a presentation outlining their approach to the role.

Second round interviews are not anticipated. However, The Lir Academy may deem it necessary to invite preferred candidates to a second-round interview.

Further information: recruitment@thelir.ie