



INFORMATION FOR APPLICANTS: SHERBETS ASSISTANT FACILITATOR FREELANCE

August 2026

Dear Applicant

Please find attached an application pack for the position of Sherbets Assistant Facilitator at Sherman Theatre. Many thanks for your interest in this role.

Every week, children aged 4 - 8 build their confidence by learning new skills, having fun and making friends at our Sherman Sherbets sessions. Sherbets is also a place where social interaction, problem solving and teamwork are just as important as skills progression. The **Sherbets Assistant Facilitator** works closely with the Lead Facilitator to support these weekly sessions, ensuring that Sherman Theatre continues to be a place where young people can thrive in a safe and supportive environment.

We are looking for an Assistant Facilitator who can support our offer to young children through a varied and exciting programme of activities, embracing a range of performance disciplines and helping them to develop their own storytelling skills.

At Sherman Theatre, we imagine a world made more equitable, more compassionate, more unified by the power of theatre. We are driven to achieve this vision every day. We do this by creating and curating shared live theatre experiences that inspire people from all backgrounds across South Wales to make a better world, in their own way. We believe that access to creativity and self-expression is a right and we constantly strive to ensure everyone has the opportunity to be enriched by the art of theatre.

Our focus on the development and production of new writing and on nurturing Welsh and Wales-based artists makes us the engine room of Welsh theatre. We tell Welsh stories with global resonance through our Made at Sherman productions, created under our roof right here in the heart of Cardiff. We're a place for everyone, generating opportunities for the citizens of South Wales to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. Engaging with our audiences and our communities remains at the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.



We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We are a member of the Disability Confident scheme and particularly welcome applicants from diverse ethnic communities and D/deaf and disabled communities who are currently underrepresented within our team.

To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: www.shermantheatre.co.uk/jobs and send them to us at recruitment@shermantheatre.co.uk. Please note the role that you are applying for on your application form. In line with our environmental policy, we are only handling applications electronically. The closing date for this role is **Monday 24th August 9am**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Thursday 27th August**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application. We really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Chief Executive
Sherman Theatre

SHERBETS ASSISTANT FACILITATOR: OVERVIEW OF ROLE

Sherman Theatre wishes to appoint an Assistant Facilitator to support the delivery of our Sherbets sessions. This role will work closely with the Sherbets Lead Facilitator, who will plan and lead on the delivery of these sessions, as well as colleagues in the Creative Engagement Department, to ensure the effective delivery of the programme. The programme includes weekly workshops and regular sharings, which give our Sherbets members the opportunity to perform in front of friends and family. Sessions are held every Saturday during term-time. Our Sherbets cohort is made up of two groups: Sherbets 1 (aged 4 – 6), who meet from 10am – 11am, and Sherbets 2 (aged 6 – 8) who meet from 11am – 12.30pm.

We have not previously placed an emphasis on the use of musical instruments, singing or dancing during sessions, but we would like to incorporate more activities of this nature into our offer to Sherbets members and would particularly welcome applications from facilitators with skills across more than one performance discipline.

Sherbets Assistant Facilitator: Contractual Details

Salary:	Hourly rate of £12.71
Term:	This post is offered as a freelance position
Hours:	2.5 hours of delivery per week (not including school holidays)
Period of Notice:	1 week
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
Start date:	September 2026.

This role is also subject to a successful DBS check and is open to applicants aged 18 and over.

JOB DESCRIPTION: SHERBETS ASSISTANT FACILITATOR

JOB TITLE: Sherbets Assistant Facilitator

REPORTS TO: Head of Creative Engagement

**KEY WORKING
RELATIONSHIPS:** Sherbets Lead Facilitator and staff within the
Creative Engagement team.

RESPONSIBLE FOR: There are no support staff allocated to this post.

LEAD RESPONSIBILITIES:

- Supporting the delivery of engaging sessions that enable members to progress in their performance skills, including (but not limited to) confidence, speaking in public, characterisation, creative thinking, movement and musicality.
- Supporting the Lead Facilitator in preparing the children for regular informal sharings, performing to friends and family.
- Maintaining the safety of members during sessions by meeting them in the Foyer beforehand, ensuring that they are accompanied by a DBS-checked adult when moving around the building, and planning appropriate and accessible activities for each group.
- Regularly communicating with Sherman Theatre's Creative Engagement team regarding the groups' progress and any specific requirements for upcoming sessions. This might include requesting printed resources and props, or the use of musical instruments for sessions.
- Undertaking regular safeguarding training and implementing this knowledge when delivering the sessions.
- Providing children and their parents/guardians with a warm, professional and trustworthy presence at pick-up and drop-off, as well as throughout the sessions.

PERSON SPECIFICATION: SHERBETS ASSISTANT FACILITATOR

ESSENTIAL

- *A demonstrable interest in working with primary school-aged children*
- *Experience of drama or performance workshop delivery*
- *An appreciation of the impact of participatory arts programmes and initiatives*
- *Excellent communication skills, both with children and adults, and the ability to form positive working relationships with people of all ages and backgrounds*
- *The ability to act with discretion on confidential matters*
- *The ability to work independently and as part of a team*
- *A commitment to equal opportunities and cultural diversity*
- *Compassion, patience and empathy*
- *A commitment to keeping up to date with current legislation related to the specific areas outlined in the job description*

DESIRABLE

- *The ability to support the use of music and/or movement in sessions*
- *The ability to work through the medium of Welsh and English*
- *Understanding of, or experience working with, neurodivergent children*
- *Experience of working within a theatre organisation*
- *First Aid certificate*