

**Kickstart Role  
Head of IT  
Recruitment Pack**





## Thank you for your interest in the role of Head of IT supported by the Government's Kickstart Scheme.

### Background

Icarus Theatre Collective's mission is to re-energise traditional performance styles and texts for touring productions.

We create work that is dark, expressionist, and dramatic. We believe that theatre is a deliciously destructive force. Our productions aim to surprise, tantalise, and make the unseen seen.

Icarus Theatre Collective (ITC) is an award-winning theatre company and registered charity (No. 1134535) founded in 2004 by our CEO and Artistic Director Max Lewendel.

Icarus Theatre Collective has an office space based in Bermondsey, London and tours its shows internationally throughout England, Ireland, and Europe.

We hired our first Kickstart team member in May 2021, and since then our team has rapidly expanded. Our Kickstart staff are an integrated part of Icarus and provide a wealth of experience and skills to our diverse team.

The role of **Head of IT** is supported by the Government's Kickstart Scheme <https://www.gov.uk/government/collections/kickstart-scheme>.

**Please note this role is only open to candidates aged 18-24 and in receipt of Universal Credit in line with the Government's Kickstart Scheme.**

To apply, please send your CV, Cover Letter, and Equal Opportunities Monitoring Form to [hire@icaruscollective.co.uk](mailto:hire@icaruscollective.co.uk). To be considered for the position, your work coach **must** refer you through the Kickstart programme. (You may send in your documents before or after you are referred, but we cannot offer you the job until you are).



**Job Description:**

The Head of IT is in charge of the entire IT team (2 Web Designers, 1 Web Assistant, and a Software Developer). They are responsible for keeping their staff to task, ensuring deadlines are met, and performing general supervisory responsibilities (approving leave, vetting timesheets, etc).

**Responsibilities include:**

- Keeping IT staff to targets, chasing and supporting them to reach goals set by both you and upper management.
- Conducting appraisals, reviews, and other development meetings with staff.
- Approving timesheet and leave request submissions from IT staff.
- Ensuring cohesion between the different IT sub-departments (theatre website, pub website, app, etc).
- Advising on big-picture notions like ticketing software and corporate branding, from an IT perspective.
- Liaising with other Departments such as Fundraising or Education, to ensure their needs from company IT are being met.





### Essential skills include:

- **Basic IT proficiency. You should be able to define and understand the following terms, through an IT context:**
  - Wireframe.
  - REST API.
  - Waterfall model.
  - UI Design.
  - Colour Theory.
  - Classes.
  - Inheritance.
  - Debugging.
  - Object Oriented Programming.
  - Verification and Validation.

### You should also be able to answer the following questions:

- What would you do to implement error handling?
- What is Object Orientated Programming? How is it different from Functional Programming?
- What is CAP Theorem?
- Name 5 Data Structures and their applicators.
- Previous experience managing individuals, and ideally small teams.
- Leadership skills. Patience, but with the ability to be hard-line where necessary.
- Time Management skills. Ability to keep track of multiple overlapping deadlines, and ensuring the relevant staff are on track *before* the deadline is missed.

### Desirable skills include:

- Previous experience managing an IT team.
- A relevant qualification in team leadership or management.
- A relevant qualification in IT.



## Contract and Terms

**Role:** Head of IT

**Salary:** £11 per hour

**Hours:** 25 flexible hours per week.

**Contract:** 6 months fixed-term contract, subject to a probationary period of 2 months.

**Notice:** 2 weeks during probation, then 4 weeks.

**Holiday:** 8.75 days/70 hours of holiday across the duration of the contract.

**Breaks:** Staff's 25 hours of paid time per week includes 3 hours for lunches, and a 5-minute desk break every hour.

**Training:** Kickstart staff are entitled to up to £200 and up to 30 paid hours to spend on professional training or other personal development needs. Additionally, during their working hours staff will be required to participate in TWIN training at home, Lambeth council, and/or Jobcentre for one to two hours per week across the six months. This will include basic employability training including CV development, mock interviews, and completing several online modules.

**The Candidate's first three working days will consist of a series of inductions and preparatory meetings with HR and their Supervisor, to ensure they are fully equipped to fulfil their role to their best ability.**

**Closing Date:** [Noon Friday 12th of November 2021](#)

**Interviews Begin:** [w/c Monday 15th of November 2021](#)

**Estimated Start Date:** [w/c Monday 29th of November 2021\\*](#)

[w/c = week commencing]

