

Recruitment Pack: Trainee Giggle Doctor

This pack contains the following sections:

- About Theodora Children's Charity (page 1)
- Giggle Doctor Role Description (pages 2-5)
- Giggle Doctor Training Overview and Key Dates 2024 - 2025 (pages 6-8)
- Certificate of Advanced Studies (CAS) (page 8)
- How to Apply (page 9)

About Theodora Children's Charity

Theodora Children's Charity is a truly inspirational and pioneering charity which successfully works to improve children's experience of being in hospital.

Theodora UK is part of an international family of Theodora's; originally established in Switzerland, there are Theodora Giggle Doctors visiting children in Switzerland, Italy, Spain, Turkey, and Hong Kong, as well as in the UK.

Over the past 29 years we have made a positive impact on over half a million children and their families in the UK and 3 million children internationally, improving children's experience of being in hospital through visits from professional performers, called Giggle Doctors.

Our Giggle Doctors increase opportunities for play, reduce distress and anxiety and give children back a sense of control during their medical care. They achieve this through improvised play which puts the child at the centre of the interaction and using music, magic, storytelling, comedy and mime.

Giggle Doctor Role Description

We are recruiting Trainee Giggle Doctors to work in hospitals in the following regions:

- London and South East
- South West
- East of England
- West Midlands

Purpose and aims of the role

Giggle Doctors are the public face of Theodora Children's Charity and deliver our unique service to children in hospitals, specialist care centres and occasionally other settings.

As a Giggle Doctor, you will adopt a playful approach to creating meaningful encounters for our beneficiaries: children and their families, healthcare teams and other staff working in our partner organisations. Drawing on play and performance techniques including magic, music, mime, storytelling, clowning, singing, improvisation, and puppetry, you will create authentic moments of connection which allow children to express themselves.

In each encounter, you will be led by the child, finding ways to give them control of their situation, improve their mood, reduce their anxiety, and increase the opportunities for them to play.

Bringing a professional attitude to your work as a Giggle Doctor, you will adapt to the specific needs expressed by the hospitals and specialist care centres. You will cultivate positive relationships with staff in partner organisations and seek to work collaboratively with them.

You will communicate professionally and proactively with the Giggle Doctor Programme Manager and Programme Coordinator when contributing feedback for the Giggle Doctor programmes and activities that you work on. You will also contribute to the development of new programmes and ideas in close collaboration with the Programme Department, and the Fundraising and Communication teams when required.

You will take pride in being a Theodora Children's Charity Giggle Doctor, always representing the Charity's values through your manner, behaviour, and appearance and always aspiring to bring a meaningful encounter to each child with whom you interact.

Main Tasks

Delivering Giggle Doctor Visits	<ul style="list-style-type: none"> • Selecting and preparing props and equipment • Disinfecting props and equipment in line with Health & Safety Policy • Washing and ironing costume and coat • Following 'hospital visit' protocol including signing in, briefing, agreeing route, and signing out • Visiting children on the wards, usually for 10-15 minutes each during a 4-hour period • Debriefing with Giggle Doctor colleagues and hospital teams • Keeping record of number of children seen • Transmitting relevant information to the Giggle Doctor Programme Manager
Other preparatory, creative, and administrative activities	<ul style="list-style-type: none"> • Artistic training and rehearsing for a range of activities (magic tricks, playing an instrument/singing, gifting origami, stickers, etc.) • Other training as required to enable safe working in the hospital (safeguarding, infection control) • Liaising with Giggle Doctor Programme Team regarding availability and schedules of work • Coordinating with other Giggle Doctors for the preparation of visits • Preparing and submitting monthly data, timesheet and expenses • Occasional other administrative meetings as required, including completing hospital Occupational Health checks and mandatory training etc. • Creating 'Giggle Doctor Virtual World' at home if taking part in Virtual Visits.
Actively contribute to the Theodora Children's Charity's Programme and Quality Management	<ul style="list-style-type: none"> • Ensuring the compliance of policies and processes (including Giggle Doctor Code of Conduct, Safeguarding, Health & Safety, Risk Assessment) • Identifying risks in the Giggle Doctor programme and supporting with corrective measures

Other tasks not listed in this document, and which remain in the spirit of the role, may be added. Minor changes may be made from time to time according to the needs of the organisation.

Person Specification

You adhere to the values of Theodora Children's Charity and pursue the aims of the Charity (as seen in The Theodora Children's Charity Essentials and the Vision).

Artistic Skills	<ul style="list-style-type: none">• Semi-professional or professional performing artist• Artistic techniques: comedian, actor, mime, magician, musician, singer, dancer, puppeteer, juggler, storyteller, or other art forms from the living arts• Improvisational skills• Practicing different kinds of humour, sustaining a character, art of clowning or potential for all that• Sense of imagination• Ability to play solo and with partners• Adapting your technique to a context• Know-how to manage and control your time and energy• Emotional balance and self-awareness
Emotional and Human Skills	<ul style="list-style-type: none">• To show commitment to Theodora's values and mission• Team player• Capacity to learn, commitment to improve• Listening, empathy, resilience, and ability to connect at once• Methodical and organised
Practical and Technical Requirements	<ul style="list-style-type: none">• Professionalism: effective and respectful communication, discretion (sense of confidentiality), punctuality, proactivity, flexibility, availability• Ability to work in compliance with rules and regulations (healthcare regulations)• Good time management• Use of standard MS office software and administrative skills• Knowledge of child development and pathologies, care environments, hospital hygiene is a plus• Flexibility for travel• Language skills would be a plus

Fees

Trainee Giggle Doctors	£10.42 per hour for all in-costume and out-of-costume work
Junior Giggle Doctors	In Costume Rate : £32.75 per hour
Senior Giggle Doctors	In Costume Rate : £38.75 per hour

Theodora Children's Charity covers the cost of all travel to and from hospitals, Giggle Doctor costumes and Giggle Doctor props in line with the Giggle Doctor Expense Policy.

On top of earnings, Trainee, Junior and Senior Giggle Doctors accrue holiday pay and are invited to join the Charity's Pension scheme.



Giggle Doctor Training Overview and Key Dates 2024 - 2025

The Trainee Giggle Doctor Contract is a 1-year workers contract in place from February 2024 - February 2025. During this period, you will be required to complete a Certificate of Advanced Studies (CAS) in Giggle Doctoring with the Accademia Teatro Dimitri. The training includes:

- Compulsory attendance at 27 days of training over 4 modules; 2 local modules and 2 international modules (pages 6-7)
- Completing a minimum of 12 Hospital Visits as a Trainee Giggle Doctor between March 2024 and January 2025 (pages 7-8)
- Personal study and tutoring time for your CAS thesis (page 8)

On completion of the Trainee Giggle Doctor Contract, the Charity may offer you a Giggle Doctor contract.

Training Modules and Dates

It is compulsory for all Trainee Giggle Doctors to attend all dates of the 4 training modules below. Failure to attend may result in termination of the Trainee Giggle Doctor contract as these modules are not repeated regularly, and all modules must be completed for you to graduate. The Charity will:

- Cover travel expenses and provide meals for the UK modules.
- Book and pay for flights and accommodation, and provide meals, for all international modules.
- Cover all tuition fees for the CAS.

Module 1

Dates:

Monday 4th March to Friday 8th March 2024 (5 days)

Location:

London, UK

Draft Topics:

Introducing the Giggle Doctor UK Programme, expectations for Giggle Doctor Training and CAS

Practical artist workshops

Introducing the hospital environment

Module 2

Dates:

Monday 27th May to Friday
7th June 2024 (12 days)

Location:

Accademia Teatro Dimitri,
Verscio, Switzerland

Draft Topics:

Artistic: Creating your own Giggle Doctor – the
fundamentals of Giggle Doctoring

Module 3

Dates:

Monday 15th July to Friday
19th July 2024 (5 days)

Location:

London, UK

Draft Topics:

Improvised play and clowning in character

The hospital environment in collaboration with
healthcare staff

Module 4

Dates:

Monday 20th January to
Friday 24th January 2025
(5 days)

Location:

Switzerland, TBC

Draft Topics:

Presentation of personal thesis

Graduation ceremony

Hospital Visits - Overview

The Hospital Visits will give the Trainee Giggle Doctors the opportunity to put their training into practice. Trainee Giggle Doctors will work alongside a Senior Giggle Doctor, visiting children in all paediatric wards including Oncology, HDU, Surgery and A&E.

Trainee Giggle Doctors will complete a minimum of 12 Hospital Visits and will be observed at least 3 times by an Artistic Coordinator* during this time, to monitor progress and areas for development. After 8 visits, the Artistic Coordinator will determine whether more Hospital Visits are needed before the Trainee Giggle Doctor can be offered a Giggle Doctor contract and start working as a Junior Giggle Doctor.

**Artistic Coordinators are experienced Giggle Doctors that lead on the artistry, training, and development of Giggle Doctors in the UK. They work closely with the Theodora Academy in Switzerland and the Giggle Doctor Programme Manager in the UK to manage the quality of our Giggle Doctor visits and to support the Giggle Doctors.*

Hospital Visits - Structure

Hospital Visits can take place on all weekdays and will be planned to fit into the Trainee Giggle Doctors availability and in line with our agreements with hospital partners. Hospital Visits are 5 hours long on the day, plus 30 minutes after the visit to wash and iron the Giggle Doctor coat and costume:

- 30 minutes to change into costume
- 4 hours visiting children in costume
- 30 minutes to change out of costume
- 30 minutes to wash and iron your coat at home after the visit

Most hospital visits start at 12:00 or 12:30.

Certificate of Advanced Studies (CAS): what's involved?

This is an exciting time to train to become a Giggle Doctor with Theodora. All Trainee Giggle Doctors will study for a CAS in Giggle Doctoring during their training. The CAS will be delivered by Accademia Teatro Dimitri in a hybrid model of in-person teaching in Verscio, Switzerland, and local training, virtual tutoring and studying in the UK.

The CAS is a worldwide unit, equivalent to 10 ECTS credits and you will be offered up to 16 hours of individual tutoring time. Some of this will take place during Module 2 in Verscio and others will be scheduled virtually on dates agreed by you and the tutor. Your final virtual tutoring time will be scheduled for either 15th, 16th, or 17th October 2024.

We expect studying, researching, and writing your personal thesis to take 80 hours (or 10 days.) There is no pay for CAS personal study and tutoring time, including the writing of your thesis. Completing and passing the CAS is an essential part of Giggle Doctor Training. If the CAS isn't completed, the Charity may discontinue your training and may be unable to offer you a Giggle Doctor contract.

How to Apply

You can apply electronically, by downloading and completing the following forms by email or post:

- Application Form
- Essential Information Form
- Equal Opportunities Monitoring Form

Please ensure that your supporting statement demonstrates how your experience, skills, and abilities (both artistic and non-artistic) meet the criteria in the role description.

Completed applications should be sent to giggleadmin@theodora.org by 12.00pm on Tuesday 31st October 2023. Postal applications can be sent to:

Isabel Squires
Theodora Children's Charity
Suite 212, 70 White Lion Street
N1 9PP

Applicants shortlisted for the first phase of recruitment will be invited to an audition workshop on Friday 10th or Thursday 16th November. Following the workshop, some candidates will be invited to interview on Thursday 16th or Friday 17th November.

Applicants invited to the second phase of recruitment will accompany a Senior Giggle Doctor on 2 trial hospital visits in January/February 2024. Following these 2 trial visits, candidates will be notified on whether they will be offered a Trainee Giggle Doctor contract.

