Role Profile:

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| **Job title** | **Youth Arts Co-ordinator** | **Salary:** | Up to £24,000  |
| **Reporting to:** | Head of Youth Work | **Holidays:** | 33 days including bank holidays |
| **Location:** | Wirral Youth Zone | **Hours:** | 40 hours per week (including evenings & weekends) |
| **Key Relationships:** | Youth Zone staff, young people, parents, key partners and local sports clubs |

**Job Purpose:**

To develop and deliver an exciting arts programme of activities which will engage young people aged 8 – 19 years (25 with disabilities) at Wirral Youth Zone.  To provide direct line management support, coaching, and development for arts sessional workers and volunteers to ensure young people receive a high-quality service.  To oversee the arts and crafts offer, performing arts, music and media. To utilise arts in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development.

**Context of the post:**

The Hive Youth Zones is an amazing place: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs.  Wirral Youth Zone is part of the growing OnSide network alongside Bolton, Blackburn, Manchester, Oldham, Carlisle, Wigan and Wolverhampton as well as a number of youth zones developing across London.

Wirral Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week, at weekends and during school holidays, The Hive’s purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £6 million building provides young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

**Values and Aspiration**

The young people’s chosen name “The HIVE” represents the aspirations and values that young people feel the Youth Zone stands for.  It’s a ‘hive’ of activity, adventure and fun for all young people where they can try new experiences and learn new skills.  The Hive is a place where young people can reach their full potential, grow their dreams and achieve their goals. They want it to be a safe and supportive community for young people to belong and be themselves.

We are looking for someone who can deliver on the young people’s aspirations and who:

* Is a positive role model for young people; someone who believes in and recognises young people’s potential
* Has a positive and “can do” attitude
* Takes responsibility for their own actions
* Is committed to a culture of continuous improvement and subscribes to a “tonight’s better than last night” philosophy
* Is willing to go the extra mile to ensure great provision for young people

**Duties and Responsibilities – General**

* Work within the performance framework of Wirral Youth Zone and OnSide
* Represent Wirral Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
* To adhere to Wirral Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities.

**Duties and Responsibilities - Detailed**

* To plan, coordinate and deliver a comprehensive arts programme for young people aged 8 to 19 (25 with disabilities) at Wirral Youth Zone which will enable them to build their confidence, social skills and overall wellbeing
* To ensure that the arts programme is high quality and meets the needs of the young people, including young people with additional needs and disabilities and young people who typically don’t engage in arts
* To ensure that the arts programme contributes to the wider youth work agenda, supporting the development of young people
* To motivate, encourage and support young people to participate fully in arts sessions
* To ensure all arts staff and volunteers are equipped with a range of resources and activities to engage, develop and inform young people
* To identify during sessions any relevant issues or areas of development for young people and ensure that these are targeted in the arts programme delivery
* To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department
* To ensure all arts delivery the Youth Zone is safe and complies with Wirral Youth Zone policies
* To organise special arts events, challenges and projects on a regular basis that aim high and are treated as professional productions.
* To support the Youth Zone promotional plan and work in the community to attract young people
* To manage, induct, train, support and develop a team full and part time arts workers and volunteers, working with the Training and Volunteer Manager and Head of Youth Work supporting CPD and opportunities for accredited and recorded learning
* To monitor, record and evaluate the arts programme and provide reports and information as required in order to ensure a consistently high quality youth work provision and demonstrate the impact of the Youth Zone
* To manage and monitor the budget allocated to the arts programme effectively and efficiently
* To work with the Comms department to effectively communicate an updated Arts offer, opportunities and special events as well as documenting events on in-house platforms as well as externally.
* To network with local appropriate arts providers and other partner organisations to develop joint working programmes
* Coordinate external performance opportunities and cultural trips to inspire and broaden the horizons of young people.
* In conjunction with other partners, identity, support and develop talented young people to reach higher and have experiences they may ordinarily never have.
* Carry out any other reasonable duties as requested by management

**Special Requirements**

* This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
* A willingness to work unsocial hours during evenings and weekends is required
* The ability and willingness to travel to meetings and events both in the region and beyond

**Person Specification**

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| **Selection Criteria\***A = Application Form   I = Interview T = Test/Personality Profile | **Essential or Desirable** | **Method of Assessment** |
| **Experience** |
| Extensive experience of delivering arts activities to young people in line with relevant guidance and good practice | Essential | A & I |
| Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings | Essential | A & I |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people in arts activities | Essential | A & I |
| Experience of youth work | Desirable | A & I |
| Experience of managing a staff team including volunteers | Essential | A, I |
| Experience of monitoring and evaluation processes | Desirable | A & I |
| Experience working in partnership with external agencies  | Desirable  | A & I |
| Experience managing externally funded projects | Desirable  | A & I |
| **Educational / Vocational Qualifications** |  |  |
| A relevant qualification in arts or youth work (Level 4) or relevant experience | Essential | A |
| GCSE or equivalent literacy and numeracy | Essential | A |
| Activity or arts leadership/coaching qualifications  | Essential | A |
| One or more specialist arts qualification such as Dance, Music, Photography, Performing or Creative Arts etc. | Essential  | A |
| **Skills** |  |  |
| Excellent communication skills to deliver activity programmes to a wide range of young people | Essential  | A & I |
| Ability to motivate and engage staff, volunteers and young people through arts | Essential | A & I |
| Strong commitment to young people and ability to engage and build positive relationships with disengaged young people | Essential | A & I |
| Ability to plan and deliver arts events, such as performances or exhibitions | Essential | A & I |
| Ability to coach and develop group of young people  | Essential | A & I |
| Ability to manage and organise several tasks at a time | Desirable | A & I |
| Ability to take initiative as part of a team, and lead a team | Essential | A & I |
| **Knowledge** |  |  |
| Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs | Essential | A & I |
| Sound knowledge of arts qualifications and the quality standards expected for the successful delivery of accredited and non-accredited arts activities | Essential | A & I |
| Knowledge of monitoring and evaluation within an arts setting  | Desirable | A & I |

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

**Wirral Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.**

**Wirral Youth Zones Values**

As a Youth Zone community our values provide us with cohesion as a group.  We celebrate our differences; however, these values help ensure our actions, behaviour and motivations as colleagues and volunteers reflect our shared vision.

* 1. **Serving Young People**
* Focus on serving young people
* Continuous improvement in the service we offer
* Building relationships

We are dedicated to the development of young people and shall always strive to provide them with an environment and activities that will best inspire and develop them; that can deliver the ‘wow’ factor and leave a lasting impression.

We shall work to high standards and go the extra mile to build strong, positive relationships with young people.  We welcome all young people as they are, and support them to make good decisions, ensuring their changing needs remain at the heart of our services.

* 1. **Can-Do Approach**
* Getting results
* Motivating others
* Determination

We shall deliver exceptional results through our passion and energy, pushing the bar higher.  We will encourage ourselves and others to take on new challenges, whilst offering support and seeking advice at times, with a real pride in what we do.

We must be resilient and determined to achieve our goals. We all understand that sometimes we will not get there but often we will achieve spectacular success.

**3. Teamwork**

* Openness
* Supporting others
* Valuing and respecting others

In our network, every job and volunteer role is important. We value each person and his or her job as much as we value our own.  We recognise the efforts of others, whether seen or unseen. We strive to be a team of high quality coaches; sharing our experience and best practice across the network and in turn benefiting from the experience of others.

We should encourage different views to our own, and support colleagues in their decisions irrespective of their outcome. We should be able to challenge colleagues openly, speaking up on controversial issues without fear.  Therefore, our relationships will develop with each other based on trust, respect and dignity.

**4. Doing it Right**

* Acting with integrity
* Constant personal improvement
* Developing others

We are passionate about doing it right and are happy to seek specialist help when needed.  We will train and be trained.

We encourage learning and development and will achieve ever-increasing personal competence resulting in a culture of constant improvement and professionalism.

**5. Innovation Friendly**

* Innovative environment
* Individual creativity

We want to provide an environment that generates innovative ideas and solutions; we are trailblazers.  We wish to encourage employees, volunteers and young people to experiment with process and service provision.

We want an environment where innovation and creativity can flourish.  We want a network where there is the freedom for individuals to think differently.