[](https://www.thehiveyouthzone.org/)YOUTH ARTS COORDINATOR

**Location:** The Hive, Wirral Youth Zone

**Hours:** 30 hours per week including weekends and late nights

**Pay:** Up to £19,000 (dependant on Experience)

**Reporting to:** Universal Manager

**About Us**

The Hive, Wirral Youth Zone, is a purpose-built facility for young people aged 8-19, or age 25 for anyone with a disability. Alongside providing young people with access to a range of activities under youth work provision, The Hive ensures young people have somewhere to go, something to do, and someone to talk to.

Wirral Youth Zone is centrally located and dedicated to raising aspirations and changing the lives of young people, giving them ‘Somewhere to go, something to do and someone to talk to’. Operating 7 days a week, at weekends and during school holidays, the Youth Zone’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, offering them 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.

**The Role**

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.

**Responsibilities**

* To support the Universal Manager by taking responsibility as session lead on at least one session per week
* 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 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 provide direct line management support, coaching, and development for arts sessional workers and volunteers to ensure young people receive a high-quality service.
* To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department
* To support the Universal Manager by taking responsibility as session lead on at least one session per week
* To ensure all arts activities in the Youth Zone are safe and comply 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 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.
* Be aware of any Safeguarding issues and report issues in a timely manner.

**Additional Information**

The successful candidate will join a strong, supportive team often referred to as a family who all share the aspiration of giving young people the best opportunity to be the best version of themselves. The successful candidate will be given access to an employee assistance programme provided by Medicash, be eligible for the team recognition scheme and will be given the opportunity to attend multiple training sessions. Successful candidates will also have use of the onsite gym during restricted hours subject to a gym induction.

**Personal 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 | Desirable | 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 | Desirable | 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 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 |

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