



ROLE PROFILE

Creative

Arts Co-ordinator



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POST:

Creative Arts Coordinator

SALARY:

£21,000 to £24,000 (dependent upon experience)

LOCATION:

The Way Youth Zone, Wolverhampton

REPORTING TO:

Youth Work Manager

CONTRACT:

Permanent: full-time, 40 hours per week

BENEFITS:

33 days holiday inclusive of Bank Holidays, pension contribution through salary sacrifice (employer 3%; employee 5%); Employee benefits programme (on successful completion of 6-month probation period), Employee Assistance programme

ABOUT ONSIDE

It's about opportunity.

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

It's about opportunity.

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. We offer continuing support via the nationwide OnSide Network, where they can learn and grow, share their stories, and celebrate their success together.

These are brand new, purpose-built spaces fizzing with energy, and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It's inspiring. It's empowering. And it works.



We know it works because we've been doing it for over a decade and we're in this for the long term. Every new Youth Zone is built on the know-how of the last. Every success story writes the first chapter of the next. And we're just getting started.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit - from who they are now, everything they might become and achieve, and everyone they might touch and inspire.

All they need is the chance to shine - an environment where they can be their best selves - and you just watch them go.

It's about opportunity.

THE WAY YOUTH ZONE

At The Way, we believe that all young people in Wolverhampton should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone is a purpose-built space fizzing with energy and crammed with incredible facilities. It is staffed by skilled and dedicated youth workers who truly believe in young people in the city - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. Year in, year out we deliver life-changing support that helps thousands of young people in Wolverhampton from a diverse range of backgrounds to thrive. It's inspiring. It's empowering. And it works

Open 40 hours a week, 7-days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as individuals. We had 60,000 visits in 2019, and average 1,000 visits per week. This is a charity that the whole community can be proud of, and you can be part of that journey. Entry is just 50p each time and annual membership £5 which gives a young person access to over 20 activities per night! In addition to our open-access provision we run targeted projects such as Outreach and Mentoring that bring specific outcomes to some of those most in need of additional support and interventions.

The Way Youth Zone is a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. The Local Authority, local businesses and the wider community of Wolverhampton and the Black Country have donated to The Way to give 8-19 year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives - raising their aspirations for themselves and their community.

The facilities are second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that young people deserve the best.

The Way Youth Zone benefits from the guidance, direction and support from colleagues and partners across the OnSide network. It is part of a network of 14 Youth Zones. OnSide's role is to provide ongoing

support as the umbrella organisation within a federated structure and also to create new Zones, taking our tried and tested model to ever more young people across the country.

See more at [The Way Youth Zone](#)

THE ROLE

To develop and deliver an exciting arts programme of activities which will engage young people aged 8 to 19 years (up to 25 for those with additional needs) at The Way Youth Zone. You will design and deliver creative arts activities for young people as well as provide direct line management support, coaching, and development for arts sessional workers and volunteers to ensure young people receive the highest quality provision. The role will oversee the Youth Zones creative arts offer making best use of the performing arts studio, music room, film and multi-media room, arts, crafts, and fashion as well as leading on creative arts events. The role will further utilise arts in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development. This will include planning and delivery, with support of the wider team.

WHAT SUCCESS WILL LOOK LIKE

The successful candidate, in the first 12 months, will have:

- Supported the Youth Zone to achieve 1500 visits by young people a week, inspired by the continually changing & vibrant Arts offer
- Collaborated with the delivery team to ensure a vibrant & development programme is in place every session, planned 3 months in advance with input & cocreation with young people at every stage.
- Offered young people a wide variety of activity with opportunities to explore different expressions of art.
- Grown, recruited, developed, and led the team of sessional creative Arts workers, volunteer & young leaders to provide a supportive, safe, inclusive, and ambitious environment.
- Maintained and continued to develop strong local Arts partnerships which result in direct benefit to the borough's young people.
- Introduced the OnSide evaluation framework alongside young people's feedback to enhance the quality of the support given to help young people's progression.
- Created progression pathways for young people, build on our "practice, perfect & perform" model.

KEY RESPONSIBILITIES

- To plan, co-ordinate and deliver a comprehensive Arts programme for young people aged 8 to 19 (up to 25 for those with additional needs) at The Way Youth Zone, helping to build their confidence, social skills and improve their overall wellbeing (This is delivery role and a minimum of 55% of working hours will be face to face with young people across 4 sessions)
- To ensure that the Arts programme is high quality and meets the needs of the young people including those 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 motivate, train, manage, develop, co-ordinate and maintain an adequate staff of Arts coaches both paid and voluntary to deliver high quality and safe activities
- 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 is safe and complies with The Way Youth's Zone policies
- To organise special creative arts events, challenges and projects on a regular basis
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone
- 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 of part time Arts workers and volunteers, working with the Volunteer and Training Manager, Youth Club Co-ordinators and Youth Work Manager, 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 network with local appropriate Arts clubs and community providers and other partner organisations to develop joint working programmes
- The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager and you will be assigned another member of staff to assist
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- 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 policies, procedures, and practice
- To support across the whole Youth Zone offer as required which takes place every evening, weekend and during school holidays and will occasionally include residential work
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- Be a role model for young people and present a positive "can do" attitude
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership
- To deputise for the Youth Work Manager as required & carry out any other reasonable duties as requested by the Senior Leadership Team

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Extensive experience of delivering creative Arts activities to young people in-line with relevant guidance and good practice	Essential
Proven experience of working with young people aged 8 to 19 (up to 25 for those with additional needs) in a range of settings	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people in Arts activities	Essential
Experience of managing a staff team including volunteers	Essential
Experience of monitoring and evaluation processes	Desirable
Experience working in partnership with external agencies	Desirable
Experience managing externally funded projects	Desirable
SKILLS, KNOWLEDGE AND ATTRIBUTES	
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential
Ability to motivate and engage staff, volunteers and young people through Arts	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Ability to plan and deliver creative arts events, such as performances or exhibitions and occasions and celebrations for young people	Essential
Ability to coach and develop groups of young people	Essential
Ability to officiate and lead a range of Arts	Essential
Ability to manage and organise several tasks at a time	Essential
Ability to take initiative as part of a team, and lead a team	Essential
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs	Essential
Sound knowledge of arts qualifications and the quality standards expected for the successful delivery of accredited and non-accredited arts activities	Essential
Knowledge of monitoring and evaluation within a creative art setting	Desirable
QUALIFICATIONS	
A relevant qualification in Arts or youth work	Essential
GCSE or equivalent literacy and numeracy	Essential
Activity or Arts leadership/coaching qualifications	Essential
Qualification (or relevant experience) in a range of arts mediums (ideally two or more, e.g., dance, music, photography, performing or creative arts etc.) and delivering these to young people.	Essential
Evidence of ongoing professional development (for example Safeguarding, health & Safety, Management	Essential
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS clearance and committed to Safeguarding children	Essential

GENERAL INFORMATION

The normal hours of work are 40 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual.

APPLICATION PROCESS

To apply, please submit a CV and Cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it based on the person specification, to hr@onsideyouthzones.org or apply via the website at [Vacancies | The Way Youth Zone](#)

In addition, please let us know of any reasonable adjustments we can make to assist you in your application or the selection process.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how Warrington Youth Zone processes your data, go to [Privacy Policy | The Way Youth Zone](#)

CLOSING DATE FOR APPLICATIONS:
12 noon, Tuesday 3rd May 2022

INTERVIEW OVERVIEW:
Monday 16th May 2022

1. Evening start (includes tour of Youth Zone and values-based interview with young people panel)
2. Panel interview & assessment



The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

ONLINE YOUTH ZONES

NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



OUR JOURNEY THROUGH 2020/21



WHAT WE DELIVERED APRIL 2020 - MARCH 2021



Our young people stayed connected
and engaged in our sessions.
Our total annual was attendance 16,371

This included attendance at:



Senior Sessions
6,236



Junior Sessions
4,285



Holiday Club
485



PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

