**ROLE PROFILE**

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| **JOB TITLE:** | Arts Coordinator | **SALARY:** | £25,000 - £28,000 |
| **REPORTING TO:** | Head of Youth Work | **HOLIDAYS:** | 33 days including bank holidays (pro-rata). |
| **LOCATION:** | Future Youth Zone, 201-225 Porters Avenue, Dagenham, RM 5YX | **HOURS:** | 20 hours per week (Job share) |
| **THE PERSON:** | 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 Future Youth Zone. | | |
| **KEY RELATIONSHIPS:** | Young people and parents, Head of Youth Work and Future Youth Zone staff, volunteers, partners and stakeholders | | |

A picture containing grass, person, playing, game

Description automatically generated

**JOB PURPOSE:**

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 Future 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 Future’s creative arts offer making best use of the music room including the recording studio and the film and multi-media room as well as having a shared responsibility for 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.

**CONTEXT OF THE POST:**

Barking and Dagenham Youth Zone, named ‘Future’ by local young people, is the first Youth Zone in London opened by the national charity, [OnSide](https://www.youtube.com/watch?v=3t7SSx-h1Vk) in May 2019. This is an exciting and unique opportunity to join our committed and passionate team and play your part in history, shaping opportunities for young people and helping to grow our charity and expand our services.

Future Youth Zone exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. The Youth Zone is open 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.

Future’s state-of-the-art £6.15 million building on Parsloes Park, 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, recreation area and dance, arts, music and media suites, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. The Youth Zone supports young people like [Monique, Owen and Bola](https://www.youtube.com/watch?v=hfQsJCqgsFI) to grow and develop.

**DUTIES AND RESPONSIBILITIES – DETAILED**

* 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 Future Youth Zone which will enable them to build their confidence, social skills and overall wellbeing
* To lead the creative arts team of sessional workers and volunteers to provide a first-class offer to young people
* To ensure that the creative arts programme is high quality, accessible 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 creative arts
* To ensure all creative 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 creative arts departments
* To ensure arts delivery of the Youth Zone is safe and complies with Future Youth Zone policies
* To organise special creative arts events, challenges and projects on a regular basis
* 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 creative arts workers and volunteers, working with the Training and Volunteer Manager and Youth Club Co-ordinators 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 creative arts programme effectively and efficiently
* To network with local appropriate providers and other partner organisations to develop joint working programmes
* In conjunction with other partners, identity, support and develop talented young people
* 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
* Carry out any other reasonable duties as requested by the Senior Leadership Team

**DUTIES AND RESPONSIBILITIES - GENERAL**

* Be a role model for young people and present a positive “can do” attitude.
* Take personal responsibility for own actions.
* Commit to a culture of continuous improvement.
* Work within the performance framework of Future Youth Zone and OnSide.
* Represent Future Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
* 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.
* Represent Future 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 adhere to Future Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

**PERSON SPECIFICATION**

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| **Selection Criteria\***  A = Application Form   I = Interview | **Essential or Desirable** | **Method of Assessment** |
| **Experience** | | |
| Extensive experience of delivering creative 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 (up to 25 for those with additional needs) 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 the creative arts or youth work | Desirable | A |
| GCSE or equivalent literacy and numeracy | Essential | A |
| Activity or arts leadership/coaching qualifications | Essential | A |
| Qualification (or relevant experience) in a range of arts mediums (ideally two or more, e.g. music, music production, photography, film and multi media etc.) and delivering these to young people. | 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 creative arts events, such as performances or exhibitions and occasions and celebrations for young people | Essential | A & I |
| Ability to coach and develop groups of young people | Essential | A & I |
| Ability to manage and organise several tasks at a time | Essential | A & I |
| Ability to take initiative as part of a team and to 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 a creative art setting | Desirable | A & I |
| **Special Requirements** | | |
| A willingness to cover events, holidays and staff absence | Essential | A & I |
| DBS clearance and committed to Safeguarding children | Essential | A & I |

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

Future Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires a enhanced DBS check*.*

The strength of OnSide Youth Zones 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.

For information regarding how Future Youth Zone and OnSide Youth Zones process your data, please visit [www.onsideyouthzones.org/applicant-privacy/](http://www.onsideyouthzones.org/applicant-privacy/)

