## Role Profile

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| **Job title** | Youth Arts Coordinator | **Salary:** | Circa £25,000  |
| **Reporting to:** | Head of Youth Work | **Holidays:** | 33 days including bank holidays |
| **Location:** | Unitas Youth Zone (Burnt Oak, Barnet) | **Hours:** | 40 hours per week (including evenings & weekends) |
| **The Person:** | Are you vibrant, artistic, creative and committed to supporting young people in nurturing their talent? We are looking for someone who is as passionate about the Arts as they are about developing young people and are as comfortable managing a team and designing the Arts offer as they are delivering sessions to young people. |
| **Key Relationships:** | Youth Zone staff, young people, volunteers, parents, key partners in Unitas Youth Zone. |
| **Key Dates:**  | **Closing date for application: 4th March 2019****First interview date: Tbc** |

**Job Purpose:**

To develop and deliver an exciting arts programme of activities which will engage young people aged 8 to 19 years and those up to 25 years old with Special education needs and disabilities (SEND) at Unitas Youth Zone.  To deliver arts sessions to young people as well as providing direct line management support, coaching and development for sessional arts workers and volunteers to ensure young people receive a high-quality service.  To have the lead responsibility and oversight of the arts offer, making the best use of our Performing Arts Studio, Music Room, Film and Multi-Media Room, Arts Crafts and Fashion, as well as leading on arts and music events.

To utilise arts in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development. With the support of the Team, to plan, deliver and exhibit arts events, giving young people a platform to showcase and grow their talents.

This is a fun, exciting and challenging role in a new, growing and ambitious charity where with up to 250 young people attending a session, no two days will ever be the same.

**Context of the post:**

OnSide Youth Zones, established in 2008, has been growing rapidly and has ambitious plans to create 100 Youth Zones in towns and cities, giving young people somewhere safe and inspiring to go in their leisure time. Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Unitas, opening in Summer 2019, will be no exception, and is part of the OnSide network of Youth Zones.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country’s future prospects. It is this paradox that lies at the heart of OnSide’s drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give young people affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Unitas 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 including 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 £6.5 million building will provide 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.

Find out more by watching ….

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=sZCMoDYEfTQ>

……it might just change your life!

**Duties and Responsibilities - General**

* Work within the performance framework of Unitas Youth Zone and OnSide
* To lead the Youth Arts Team to provide a fantastic offer to young people.
* To deliver face to face arts session to young people for a minimum of 55% of your working hours.
* Represent Unitas 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 Unitas 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 from 8 to 19 years and those up to 25 years old with Special education needs and disabilities (SEND) at Unitas 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 Unitas Youth Zone policies
* To organise special 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 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 ensure that Unitas Youth Zone’s artistic offer is fully inclusive and provides a platform for children with SEND to showcase their talents.
* To network with local appropriate arts providers and other partner organisations to develop joint working programmes
* In conjunction with other partners, identity, support and develop talented young people
* Carry out any other reasonable duties as requested by management

**Person Specification for Unitas Youth Zone Arts Coordinator**

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| **Selection Criteria\*** A = Application Form   I = Interview   T = Test/Personality Profile  | **Essential or Desirable**  | **Method of Assessment**  |
| **Experience**  |
| 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 years old and up to25 years old with Special education needs and disabilities (SEND) 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  | Desirable | A |
| GCSE or equivalent literacy and numeracy  | Essential | A |
| Activity or arts leadership/coaching qualifications   | Essential | A |
| Qualification **(or 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 | 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 put on arts events and celebration for young people, planned with 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 |
| **Special Requirements** |   |   |
| A willingness to work unsociable hours when required  | Essential  | A & I  |
| DBS clearance and commitment to Safeguarding children  | Essential  | A & I  |
| The ability and willingness to travel to meetings and events both in the region and beyond  | Essential  | A & I  |

 \*Selection criteria for guidance only, alternative methods may be used to assist the selection process and we will very much welcome example of the Arts Projects you have delivered to young people.

The strength of the Onside Network and Unitas Youth Zone is the diversity of its people; We place huge value on different people doing things in different ways and we welcome applications from non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.

**Application Process**

To apply for this post and for further information about Unitas Youth Zone please visit our website at

<https://www.unitasyouthzone.org/get-involved/vacancies/> and complete the application form.

**For information regarding how OnSide Youth Zones processes your data, please click here:** <https://www.unitasyouthzone.org/privacy-policy/>

**OnSide Youth Zones Values**

