

JOB DESCRIPTION

Job title	Arts Coordinator	Salary	£27,000-£29,000 depending on experience
Reporting to	Deputy Head of Youth Work	Holidays	33 days a year (inclusive of bank holidays)
Location	Unitas Youth Zone, 76 Montrose Avenue, Edgware, HA8 0DT	Hours	40 hours a week – (flexibility required, including regular evenings and some weekend work)
Key Relationships	Chief Executive, Senior Leadership Team, Delivery Team, Young People and Parents, OnSide Network colleagues, External organisations		

MAIN PURPOSE

To lead on the planning and delivery of a varied, creative, dynamic and youth-focused arts programme. This will be delivered through four distinct spaces: an Arts and Crafts room; a Multimedia room; a Music room (including a recording studio); and a Performing Arts Studio. You will work with sessional staff to ensure that these four spaces are well-used and well-maintained. You will also ensure that special projects/events that involve or require art/craft, performance, music/sound or multimedia are properly organised and arranged. Finally, you will be a part of the Delivery Team, helping to deliver our overall objectives as an organisation.

This is a 40 hour a week role that operates via a rota. You will be required to do evening and weekend work as per the rota and on occasion you may be asked to be the Session Lead (full training will be provided).

GENERAL

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

CONTEXT OF THE POST

Unitas

Banet Youth Zone, named “Unitas” by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open throughout the week, all year round, with the purpose of supporting young people to become happy, healthy and successful adults.

General Duties and Responsibilities

- 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 Unitas Youth Zone and OnSide
- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible

- 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 Safeguarding Leads 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 always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
- To be willing to step in and step up, and not see the below set of duties and responsibilities as exhaustive

Specific Duties and Responsibilities

- To manage the Arts and Crafts, Multimedia, Music and Performing Arts spaces, including ensuring they are well-stocked, that breakages are kept to a minimum, that they are being properly tidied up and that equipment is always usable
- To line manage, induct, train, support and develop a team of part-time (sessional) youth workers and volunteers to contribute to the programme development and delivery, working with the Operations Team to ensure there is training and opportunities for continual professional development
- To work on session yourself approximately three times a week, both to supervise and support staff and young people and to deliver activities yourself
- To be trained up to lead sessions on occasion to cover sickness/annual leave/other gaps in the rota. This will also involve learning how to unlock and lock up the building
- To be the budget holder for the arts spaces budgets, ensuring that spend is prudent and always good value for money and following Unitas' financial controls and processes
- To motivate, encourage and support young people to participate fully in sessions
- To manage resources effectively to maximise the benefits to young people
- To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
- To support the Youth Zone's monitoring and evaluation processes, especially in terms of collecting data for Salesforce and completing universal impact surveys via the MeApp (training will be provided)
- To work within the Youth Zone's safeguarding policies and procedures and always adhering to best practice in terms of working with children and young people
- To support across the whole Youth Zone offer, which takes place in the evenings, weekends and during school holidays and may occasionally include residential work
- To provide, or help to source support for, multimedia and music/sound system services for other Youth Zone events (eg outside lets, discos, shows etc)
- To ensure that Unitas Youth Zone's arts programme 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
- To attend both Delivery Team and Office Team meetings as required in order to be up to date on what is going on in the organisation and to contribute to creating a strong team
- To carry out any other reasonable duties as requested by management

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.

PERSON SPECIFICATION

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

Selection Criteria* A = Application Form I = Interview	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 to 25 years old with Special Educational Needs and difficulties (SEND)	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	Essential	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 music, media, arts/crafts, performing arts or youth work	Desirable	A
GCSE or equivalent literacy and numeracy	Desirable	A
Activity or arts leadership/coaching qualifications	Desirable	A
Qualification (or experience) of delivering arts activities 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 exhibitions, performances or showcases	Essential	A & I
Ability to put on arts events and celebrations 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	Essential	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	Desirable	A & I
Knowledge of monitoring and evaluation within a music/media setting	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours	Essential	A & I
DBS clearance and commitment to safeguarding children	Essential	A & I

