



## ROLE PROFILE

<b>JOB TITLE:</b>	Creative Arts Co-ordinator	<b>SALARY:</b>	From £24,419 to £26,666 depending on experience
<b>REPORTING TO:</b>	Senior Club Co-ordinator	<b>HOLIDAYS:</b>	33 days including bank holidays
<b>LOCATION:</b>	HideOut Youth Zone	<b>HOURS:</b>	40 hours per week (including evenings & weekends)

**KEY RELATIONSHIPS:** Young people and parents, Head & Deputy Head of Youth Work and HideOut Youth Zone staff, volunteers, partners and stakeholders

## A BIT ABOUT HIDEOUT

Now two years into its delivery and open 7 days a week, including school holidays, HideOut Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. Our state-of-the-art £6.6 million building provides young people with somewhere to go, something to do and someone to talk to. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites. As HideOut moves into the next stage of its journey, the next three years will see the evolution of the delivery, facilities and opportunities for young people across Manchester.

## WHAT IS THE ROLE?

An exciting opportunity to develop and deliver an arts programme of activities which will engage young people aged 8 to 19 years (up to 25 for those with additional needs) at HideOut Youth Zone. You will design and deliver creative arts activities for young people as well as provide direct line management support for arts sessional workers and volunteers to ensure young people receive the highest quality provision. The role will oversee HideOut's 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 WILL I BE DOING?

- 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 HideOut 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 and those 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 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 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, support and develop a team of part time creative arts workers and volunteers
- 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 monitor the budget allocated to the creative arts programme effectively and efficiently
- To network with appropriate local providers and other partner organisations to develop joint working programmes
- The post holder will be required to act as Session Lead which includes assuming overall responsibility for the session and the opening and/or closing the Youth Zone facility (training and support provided)
- Carry out any other reasonable duties as requested by the Senior Leadership Team.

## WHAT ELSE WILL I NEED TO DO?

- 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 HideOut Youth Zone and OnSide
- Represent HideOut 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
- 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.

## PERSON SPECIFICATION

Good candidates for this will possess the following skills, knowledge, experience and personality.

<b>Selection Criteria*</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
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
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
<b>Educational / Vocational Qualifications</b>		
A relevant qualification in the creative arts or youth work or a willingness to work towards	Desirable	A
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	A

<b>Selection Criteria*</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Skills</b>		
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
Ability to plan and deliver creative arts events, such as performances or exhibitions, occasions and celebrations for 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
<b>Knowledge</b>		
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
<b>Special Requirements</b>		
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.

## ADDITIONAL INFORMATION

The role is full-time and based at HideOut Youth Zone in east Manchester.

HideOut Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of HideOut and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

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

# ONSIDE 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.

A green rectangular box containing white silhouettes of four diverse young people (two girls and two boys) standing side-by-side. Below the silhouettes, the text 'YOUNG PEOPLE FIRST' is written in large, bold, white, sans-serif capital letters. Underneath that, a smaller paragraph of white text explains the value.

## EXCELLENCE

We encourage ourselves and each other to be 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.

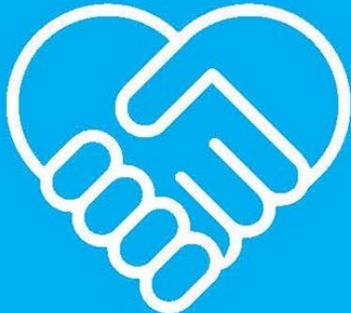
A pink rectangular box containing a white line-art icon of two hands holding a heart. To the right of the icon, the text 'RESPECT' is written in large, bold, black, sans-serif capital letters. Below it, a paragraph of black text explains the value.

## 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.

A blue rectangular box containing the text 'COLLABORATIVE' in large, bold, black, sans-serif capital letters. Below it, a paragraph of black text explains the value. To the right of the text is a white line-art icon of two hands shaking.

# **BENEFITS OF WORKING FOR HIDEOUT YOUTH ZONE**



**Onsite fitness gym & boxing / MMA suite**



**33 days annual leave pro rata**



**Secure cycle store**



**Branded workwear**



**Queen Bee's cafe**



**Flexible working**



**Learning and development opportunities**



**Partnership working**



**Working with like-minded people and cultures**



**Part of a wider network**



**Pension scheme**



**Living Wage Employer**

## **Employee Assistance Programme**

**HideOut's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:**

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts