

Role Profile

Job title	Youth Arts Co-ordinator	Salary:	Up to £25,000
Reporting to:	Head of Youth Work	Holidays:	33 days (including bank holidays)
Location:	Croydon Youth Zone	Hours:	40 hours per week (including evenings & weekends)
Key Relationships:	Youth Zone staff, young people, parents, key partners in the region		

Job Purpose:

To develop and deliver an exciting arts programme of activities which will engage young people aged 8 – 19 years (25 with disabilities) at Croydon Youth Zone. To provide direct line management support, coaching, and development for arts sessional workers and volunteers to ensure young people receive a high-quality service. To oversee the arts and crafts offer, performing arts, dance, music and media. To utilise arts in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development.

Context of the post:

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. Croydon Youth Zone, which is opening in July 2019 will be no different. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Croydon Youth Zone is part of the growing OnSide network and is the third Youth Zone in London.

Croydon Youth Zone is centrally located, dedicated to young people making a bold statement about the importance of giving young people high quality places to go in their leisure time and has big ambitions to be a flagship for quality youth provision. 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. The state-of-the-art £6 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.

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

Duties and Responsibilities - Detailed

- To plan, coordinate and deliver a comprehensive arts programme for young people aged 8 to 19 (25 with disabilities) at Croydon 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 in the Youth Zone is safe and complies with Wirral Youth Zone policies
- To organise special arts events, challenges and projects on a regular basis
- To support the Youth Zone's promotional plan and work in the community to attract young people
- To manage, induct, train, support and develop a team of full and part time arts workers and volunteers, working with the Volunteer & Training 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 network with local appropriate arts providers and other partner organisations to develop joint working programmes
- In conjunction with other partners, identify, support and develop talented young people
- Carry out any other reasonable duties as requested by management

Person Specification

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Experience		
Extensive 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 (25 with disabilities) 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 managing a staff team including volunteers	Essential	A & I
Experience of youth work	Desirable	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 (Level 4)	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
Activity or arts leadership/coaching qualifications	Essential	A
One or more specialist arts qualifications such as Dance, Music, Photography, Performing or Creative Arts etc.	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 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	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
The ability and willingness to travel to meetings and events both	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

Croydon Youth Zone is committed to the safeguarding of young people. This post is subject to an enhanced DBS Check.

OnSide Youth Zones Values

As a Youth Zone community our values provide us with cohesion as a group. We celebrate our differences; however, these values help ensure our actions, behaviour and motivations as colleagues and volunteers reflect our shared vision.

1. Serving Young People

- Focus on serving young people
- Continuous improvement in the service we offer
- Building relationships

We are dedicated to the development of young people and shall always strive to provide them with an environment and activities that will best inspire and develop them; that can deliver the 'wow' factor and leave a lasting impression.

We shall work to high standards and go the extra mile to build strong, positive relationships with young people.

We welcome all young people as they are, and support them to make good decisions, ensuring their changing needs remain at the heart of our services.

2. Can-Do Approach

- Getting results
- Motivating others
- Determination

We shall deliver exceptional results through our passion and energy, pushing the bar higher. We will encourage ourselves and others to take on new challenges, whilst offering support and seeking advice at times, with a real pride in what we do.

We must be resilient and determined to achieve our goals. We all understand that sometimes we will not get there but often we will achieve spectacular success.

3. Teamwork

- Openness
- Supporting others
- Valuing and respecting others

In our network every job and volunteer role is important. We value each person and his or her job as much as we value our own. We recognise the efforts of others, whether seen or unseen. We strive to be a team of high-quality coaches; sharing our experience and best practice across the network and in turn benefiting from the experience of others.

We should encourage different views to our own, and support colleagues in their decisions irrespective of their outcome.

We should be able to challenge colleagues openly, speaking up on controversial issues without fear. Therefore, our relationships will develop with each other based on trust, respect and dignity.

4. Doing it Right

- Acting with integrity
- Constant personal improvement
- Developing others

We are passionate about doing it right and are happy to seek specialist help when needed. We will train and be trained. We encourage learning and development and will achieve ever-increasing personal competence resulting in a culture of constant improvement and professionalism.

5. Innovation Friendly

- Innovative environment
- Individual creativity

We want to provide an environment that generates innovative ideas and solutions; we are trailblazers. We wish to encourage employees, volunteers and young people to experiment with process and service provision.

We want an environment where innovation and creativity can flourish. We want a network where there is the freedom for individuals to think differently.



The strength of the OnSide Network is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications that may be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information on how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy>