



Role Profile:

Arts Coordinator

INSPIRE
An OnSide Youth Zone



ROLE PROFILE

POST:

Arts Coordinator

SALARY:

£23,000 - £26,000 (dependent upon experience)

LOCATION:

Inspire Youth Zone, Chorley

REPORTING TO:

Play Work Manager

CONTRACT:

Fixed Term 18 Months initially: Full-time, 37.5 hours per week - To be reviewed

BENEFITS:

3% matched contribution pension; 33 days holiday inclusive of Bank Holidays + birthday leave



INSPIRE YOUTH ZONE

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. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Inspire Youth Zone is part of the growing Onside network alongside multiple other Youth Zones across the UK.

Inspire Youth Zone opened in 2018, 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 £4.8 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.

That is why Inspire Youth Zone won't just be a place to go - but a place to grow. That is the power of exceptional youth work.

Check out our [why work for us page](https://www.inspireyouthzone.org/get-involved/)

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THE ROLE

We are looking for a passionate and dedicated individual to shape and create a first-class performance and creative arts programme for the young people of Chorley aged 8 – 19 years old 25 with disabilities).

You will design and deliver the arts programme for young people as well as provide direct line management support, coaching, and development for both performance and creative arts sessional youth workers and volunteers to ensure our members receive the highest quality provision.

The post-holder will oversee Inspire's arts programme making best use of our performing arts studio, music room, arts, crafts, and pottery suite as well as leading on art-based events and targeted funded project work.

The role will utilise art 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.

KEY RESPONSIBILITIES

- To plan, coordinate and deliver a comprehensive arts programme for young people aged 8 to 19 (25 with disabilities) at Inspire Youth Zone which will enable them to build their confidence.
- To ensure the arts programme is of 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 art.
- To deliver art sessions, 3.5 evenings per week (includes 1 weekend shift) delivering a safe programme of youth work that meets the needs of the current young people attending.
- To recruit, train, manage, develop, co-ordinate and maintain arts staff and volunteers to deliver high quality and safe activities
- To support the development, implementation, and review of the of the arts offer by
 - Support the programme to ensure that is safe, creative, fun, challenging and contributes to the development and growth of young people, and especially confidence, social skills, resilience, health, and aspiration.
 - Ensure that the programme to be varied in nature, making full use of the Youth Zone's facilities and the diverse skill set of the staff team.
- To work with the DSO and DDSO in safeguarding children and young people by;
 - Ensuring that you fully understand and implement all the roles and responsibilities in relation to safeguarding children and young people
 - Ensuring that staff and volunteers maintain standards and contribute toward the safeguarding policy and procedure of Inspire Youth Zone, in particular safeguarding issues and themes facing young people are raised and addressed.
- To monitor, record and evaluate the arts programme and provide reports and information as required to ensure a consistently high-quality youth work provision and demonstrate the impact of the Youth Zone
- To ensure all funded programmes are managed and reported on to a high standard and timescales are met
- To ensure that the arts programme contributes to the wider youth work agenda, supporting the development of young people
- To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the arts departments
- To manage and monitor the budget allocated to the arts programme effectively and efficiently
- To organise special performance and creative arts events such as showcases, performances, exhibitions, challenges and projects on a regular basis.
- To manage, deliver and report on funded arts projects.
- To network with local appropriate providers and other partner organisations to develop joint working programmes and build and develop effective partnerships with local schools.
- To give support across the whole Youth Zone offer (as required) which takes place every evening, weekend and during school holidays, as well as occasional residential opportunities
- To promote and work within Inspires values (Inspirational, Commitment, Supportive, Ambition, Present)
- To carry out any other reasonable duties as requested by the Senior Leadership Team.

BEHAVIOURS

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for your own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Inspire Youth Zone and Onside
- Represent Inspire Youth Zone positively and effectively in all dealings with internal and external stakeholders
- 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 safe and accessible.
- Lead and assist with any promotional activities and visits that take place at Inspire Youth Zone and surrounding area, particular those involving young people.

PERSON SPECIFICATION

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

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of delivering arts activities to young people in line with relevant guidance and good practice.	Essential
Proven experience of working with young people ages 8 – 19 (up to 25 for those with additional needs) in a range of settings.	Essential
Proven experience of engaging vulnerable, disengaged, or hard to reach young people in arts activities.	Essential
Experience of delivering Youth & Play Work	Desirable
Experience of line managing a staff team and supporting volunteers	Desirable
Experience of completing reports in line with funding, contract and manager requirements and maintaining up to date recording of information	Desirable
Experience of working in partnership with a range of stakeholders.	Desirable
SKILLS, KNOWLEDGE, AND ATTRIBUTES	
Understanding of Health and Safety, Child Protection and Safeguarding, Confidentiality and Equal Opportunities procedures	Essential
Excellent communication skills to deliver activity programme to a wide range of young people	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Ability to plan and lead on performance and creative arts events, such as performances, exhibitions, and celebrations for young people.	Essential
A commitment to inclusive practices and equality of opportunity for all	Essential
Experience of compiling Risk Assessments and Health and Safety management	Desirable
Excellent negotiation skills with a range of professionals	Essential
Ability to self-motivate and work to set deadlines to meet project targets	Essential
Ability to work on own initiative and make decisions under pressure.	Essential
QUALIFICATIONS AND TRAINING	
A degree in performance or creative arts or youth work	Desirable
GCSE or equivalent literacy and numeracy	Essential
Qualification (or relevant experience) in a range of arts mediums (ideally two or more e.g. dance, music, photography, performing or creative arts etc)	Essential
Willingness to undertake further training as required	Essential
SPECIAL REQUIREMENTS	
A willingness to work flexible hours	Essential
A willingness to cover events, holidays, and staff absence	Essential
SPECIAL REQUIREMENTS	
Positive and enthusiastic	Essential
Punctual & reliable	Essential
Committed to Inspire Youth Zone values	Essential
Committed to personal and professional development	Essential
Genuine belief for making a difference to lives of young people	Essential
DBS clearance and committed to Safeguarding children	Essential

GENERAL INFORMATION

The normal hours of work are 37.5 per week. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week. Your hours will include evenings and weekends.

APPLICATION PROCESS

To apply, please email a CV to ilona.ramm@inspireyouthzone.org, together with a concise covering letter setting out your reasons for applying for this position. In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how OnSide processes your data, go to [OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)

CLOSING DATE FOR APPLICATIONS:

Sunday 29th January

INTERVIEW OVERVIEW:

Week of Monday 30th January



The strength of OnSide 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.



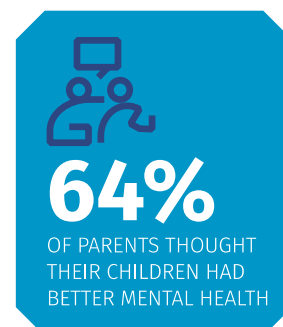
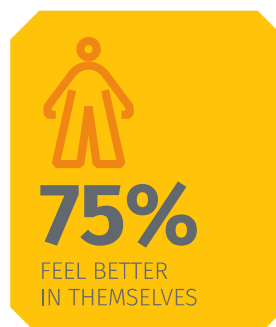
PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES



WORKING FOR INSPIRE



Onsite fitness
gym/boxing



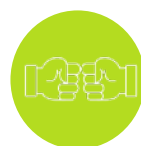
33 days
annual leave
(pro rata)



Convenient
location, easily
accessible



Employee
Benefit
Programme*



Partnership
working



Learning and
development
opportunities



Flexible
working



Pension
scheme



Part of a
wider network



Branded
workwear



Working with
like-minded
people and
cultures



Covid related
absence and
special leave

WORKING FOR INSPIRE

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OUR VISION

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

OUR MISSION

To provide an inspirational and exciting place for the young people of Chorley to make friends, try new things, have fun, and get support if they need it.



OUR VALUES

SUPPORTIVE

- We create a culture of warmth, where all young people feel welcome, safe and supported.
- We are genuine, caring and nurturing.
- We work as a team, supporting each other to achieve excellence.

COMMITMENT

- We are committed to making a positive difference to young people's lives.
- We deliver on our actions and goals by seeing them through to completion.
- We consistently put 100% effort into everything we do.

PRESENT

- We bring enthusiasm and visibility to our work.
- We consistently provide high quality sessions for young people.
- We bring our individual energy and effort to every session.

AMBITION

- We consistently develop, evolve and are pioneering in Youth Work.
- We are driven to take on new challenges and opportunities.
- We are passionate about being the best.

ALWAYS INSPIRATIONAL

- We create a fun environment, that encourages young people to achieve their full potential.
- We lead from the front and set achievable expectations.
- We open up new experiences, opportunities and adventures for young people.

