

APPLICATION PACK

Position: Youth Arts Worker

Salary: £18,000 to £19,500 pa pro rata

Contract Type: fixed term to March 2020, part time

Hours/Location: 20 hours per week.

The post will include regular evening and occasional weekend work. The Garage encourages a flexible working approach, however it is expected that the post holder's working pattern will include The Garage's key engagement times with young people, which will include Thursdays and Fridays from 4pm-7pm during term time and daytimes during school holidays.

Time off in lieu will be given for hours worked over the contract amount where agreed in advance. The position is based at The Garage but may involve some travel across the region and working at partner sites

Leave: 20 standard days pro rata plus 8 days bank holidays

Reporting to: Inclusion Lead

Description of Role:

The Youth Arts Worker will support children, young people and families who experience barriers to engagement to access the programme of creative activities that take place in The Garage and in the community. You will work as part of the Youth Arts team, under the guidance of the *Inclusion Lead* to identify and support a caseload of young people who require additional support to enable them to engage fully. You will work closely with our Referral Network, whose members include schools, the Youth Offending Team, PRUs, Police, Health, specialist IAG charities and other statutory and voluntary agencies working with children, young people and families in Norfolk. You will work with the administrator to keep accurate records, administer referrals and track young people's journeys, contributing to fundraising and reporting as necessary.

You will assist in the expansion of The Garage's inclusion offer through support and delivery of regular Creative/Music/Dance Foundations courses whilst developing new programmes, providing one to one support and working across the organisation to ensure that we support the needs of all young participants.

The ideal candidate will be full of enthusiasm and have lots of initiative. You will be energetic, enthusiastic, committed, highly organised and flexible in your approach, easily able to overcome challenges and problem solve. You will be working with and communicating with young people and families from a wide range of backgrounds so you will need to have excellent communication skills including a good knowledge of social media. You will need to be able to listen and understand young people's views, demonstrate empathy, respect and professionalism at all times. You will be committed to providing the highest quality creative opportunities for young people at all times and will be as happy to get stuck into delivery as you are to maintaining impeccable administration standards. Ideally you will have youth work experience and a strong interest in the arts, with some experience in dance or music, and its ability to transform lives.

To express interest: For enquiries please call 01603 283382. In order to be considered for this position, please send a completed application form by email or post detailing your interest in the position and how you feel you meet the specification to **Toni Bentley** (toni.bentley@thegarage.org.uk // **The Garage, 14 Chapel Field North, Norwich, NR2 1NY**) by **Sunday 28th April**. Interviews will be held on **Tuesday 7th May**. **Please note, this post will be subject to Enhanced Disclosure and Barring Service check**



This post is funded by The National Lottery Community Fund and the Department of Culture, Media and Sport



JOB DESCRIPTION: YOUTH ARTS WORKER

Indicative Duties:

- To work on a one to one basis with young people in difficult circumstances to support their participation in creative activities organised by The Garage, including supporting them to develop progression plans and providing one to one support.
- To deliver regular Creative/Music/Dance Foundations Courses for young people at The Garage aged between 7 and 18, and to contribute to the delivery of other outreach and building based projects.
- To work closely with The Garage support work and delivery teams to identify and support young people who would benefit from additional support to fully engage in the opportunities available at The Garage.
- To proactively build meaningful relationships with young people and families
- To support the transition of young people from intervention programmes into 'mainstream' activity.
- To assist in the development and delivery of new intervention programmes to run alongside 'mainstream' provision tackling areas such as resilience and family support.
- To assist in Child Protection and safeguarding matters, dealing effectively with any incidents and disclosures that are brought to your attention.
- To contribute to fundraising and reporting as required.
- To maintain an up-to-date knowledge of local, regional and national inclusion and arts issues and ensure that The Garage's programme is at the forefront of practice nationally, especially including good practice in working with vulnerable young people.
- To support the Inclusion Lead and Senior Leadership Team with the strategic development of The Garage, particularly contributing to the programming and development of activities for young people in difficult circumstances.
- To ensure that all programme activity is in line with relevant organisational policies, procedures and quality assessment frameworks, particularly upholding child protection and equal opportunities policies.
- To undertake any other duties reasonably compatible with/arising from the duties specified above.

PERSON SPECIFICATION: YOUTH ARTS WORKER

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • An understanding of the role of creative arts activities in developing skills and raising self-esteem for participants • Knowledge and understanding of effective arts-based activity, particularly in the context of learning, skills development and social inclusion • Knowledge of current child protection legislation and best practice • Knowledge of best practice in engaging/supporting young people • Knowledge of best practice in engaging/supporting families 	<ul style="list-style-type: none"> • Knowledge and understanding of working with specifically socially excluded groups and issues • Knowledge and understanding of relevant government policy, particularly in regard to young people and creativity • Knowledge of marketing and the safe use of social media • Awareness and understanding of the formal and informal arts and inclusion infrastructure at local, regional and national levels • Knowledge of DBS checking processes • Knowledge of the Arts Award and/or Arts Award Adviser status
Skills	<ul style="list-style-type: none"> • Track record in delivering and developing creative projects for or with young people • Ability to observe and identify support needs / challenging circumstances of individuals in a group situation • Ability to devise, plan and manage appropriate arts activities and suitable practitioners for young people across a range of ages and abilities • Ability to record and analyse statistical data, particularly in relation to attendance and progression • Ability to effectively monitor and evaluate projects • Ability to prioritise workloads and effectively multi-task • Excellent administrative and IT skills • Excellent communication skills at all levels especially with young people • Excellent time management skills and ability to meet deadlines • Demonstrated ability to translate ideas and plans into effective action • Ability to build relationships with partners, funders, staff, artists and clients • An ability to work effectively with young people at risk 	<ul style="list-style-type: none"> • Youth Work qualification • Professional experience of supporting families / parents • Counselling/IAG skills • Experience of building / managing a caseload • Professional experience or expertise in creative fields – preferably dance or music • Arts Award Adviser status • Experience of delivering other accreditation programmes
Personal qualities	<ul style="list-style-type: none"> • Commitment to the vision, mission and aims of The Garage • A genuine passion for and belief in the value of arts based education work with young people, and communities • Flexible approach and attitude • Commitment to team working and ability to build strong professional relationships • Flexibility to work regular evenings and some weekends • An enjoyment of working in a vibrant, busy environment • Calm under pressure 	