

## **Youth Arts Co-ordinator Application Pack**

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**A. YOUTH ARTS CO-ORDINATOR  
JOB DESCRIPTION**

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<b>Title:</b>	Youth Arts Co-ordinator
<b>Remuneration:</b>	32 hours (4 days) per week, £22,000 per annum (pro rata), 3 year contract (possibility of job share)
<b>Employer:</b>	The Making
<b>Location:</b>	Basingstoke Civic Offices
<b>Responsible to:</b>	Education & Community Outreach Manager
<b>Responsible for:</b>	Freelance artists/project workers/ project participants (age 14-19) and volunteers

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## **THE MAKING**

Based in Hampshire, *The Making* aims to promote contemporary art, craft and design in the South East of England by delivering quality learning experiences to people of all ages, the best in professional development for artists and arts educators, and a dynamic programme of exhibitions that celebrates the ingenuity and diversity of the handmade. Our plans include the creation of an innovative world-class gallery in a landmark building in the centre of Basingstoke as part of a major scheme to regenerate the town.

## **STREET ART PROJECT**

Community renewal and transformation through participation in 'making' activities form a major strand of our work. *Street Art in the Making* is a three year programme for disadvantaged young people in deprived urban and rural wards in the borough. It is funded by The Big Lottery Fund. It will provide hard-to-reach young people with access to skills-based learning through creative 'hands-on' workshops and opportunities to create their own community art such as murals, youth shelters, street furniture and art trails, under the guidance of professional makers and designers.

The Youth Arts Co-ordinator will be responsible to The Making's Education Manager for the delivery of this programme which is aimed at young people, especially those who are NEET (not in employment, education or training) or those engaged in anti-social behaviour and youth crime. This work requires sensitive collaboration with participants, community partners and the voluntary sector.

## **MAIN PURPOSE OF JOB**

1. To be responsible for the design and successful delivery of a programme of projects, workshops and activities which acts as a model for other organisations, targets young people at risk of social exclusion and promotes community cohesion and regeneration in the Basingstoke wards of Winklebury, Buckskin, Norden (Oakridge), Tadley, Whitchurch, Popley and South Ham.
2. To liaise with local, regional and national partnership organisations to deliver the programme and help create a network of creative learning provision throughout the borough.
3. To raise the profile of the arts and encourage enjoyment, knowledge and an interest in participating in art, craft and design amongst young people within the Borough of Basingstoke and Deane.
4. To build an audience for The Making's outreach and learning programmes in Basingstoke and to ensure they are rooted in the community.

## **RESPONSIBILITIES**

### **1. Delivery of Programme**

To organise and co-ordinate activities.

To liaise with partnership organisations.

To arrange participant feedback sessions and undertake evaluation and monitoring.

To document workshops.

To administrate and monitor project budgets.

To develop a project team of freelance artists.

To recruit volunteers.

To recruit young people as participants.

## **2. Meeting the Project's Aims & Objectives**

To enable young people to make a positive contribution to their community. Aiming especially at those who are NEET (not in employment, education or training) or those engaged in anti-social behaviour and youth crime.

To improve young people's skills, confidence and self-esteem.

To raise aspirations and encourage progression to education, employment or training.

To improve young people's access to services.

## **3. Monitoring and evaluation**

To develop an Evaluation Strategy and mechanisms to continually monitor, review and revise the programme in line with Big Lottery Fund requirements.

To produce regular progress reports for the Education Manager, Steering Group and The Making Board.

## **4. Marketing, Publications and Promotion**

Under the direction of The Making's wider Communications Strategy, to promote the programmes activities and assist in raising the profile of *Street Art*.

Using The Making's brand guidelines, write copy and produce interpretation and publicity material, flyers, posters, work packs etc. liaising with colleagues and external specialists as appropriate.

## **5. Funding and Administration**

To administer and monitor the budget for workshops and activities, ensuring that the programme runs to budget and time.

To ensure the smooth running of the programme's administration in accordance with The Making's procedures.

To be responsible for own administration, filing, upkeep and maintenance of the programme's administration systems.

## **6. Other**

To keep up to date with, and work to the latest legislation and government guidelines and initiatives on social inclusion, diversity and working with children and vulnerable adults.

To be committed to ensuring Equal Opportunities and Access for all and high standards of health and safety in all responsibilities of the post.

To carry out any other duties as reasonably required by his/her line-manager within the scope of the post.

**PERSON SPECIFICATION  
Youth Arts Co-ordinator**

<b>CATEGORY</b>	<b>AREA</b>	<b>ESSENTIAL DESIRABLE</b>
Qualification / Education / Knowledge	• Degree level qualification or equivalent in art, craft and design or a related area	D
	• Knowledge of gallery education and formal education and/or community education and youth work	E
	• Awareness of current legislation and government guidelines relating to social inclusion, diversity, working with children and vulnerable adults, data protection and similar	E
	• Knowledge of the contemporary art, craft and design sector	D
Experience	• Minimum of three years experience in visual arts/crafts/design education in school or a community/youth work setting	E
	• Experience in planning and delivering a wide range of visual arts activities for diverse youth audiences	E
	• Demonstrable experience and understanding of critical evaluation and monitoring	E
	• Experience of supervising artists and makers to give demonstrations and pass on skills	E
	• Evidence of working in partnership to deliver activities	D
	• Experience of working with socially excluded groups	E
	• Valid CRB/Police Check	E

Communication	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a wide range of people</li> </ul>	E
Management	<ul style="list-style-type: none"> <li>• Ability to work competently, prioritise work and meet deadlines without direct supervision</li> <li>• Ability to play a key role as member of the <i>Street Art</i> team and contribute to the wider issues affecting the project</li> <li>• A record of successful management of participants/volunteers/freelancers</li> <li>• Good administration, project planning and budget management skills and experience.</li> <li>• Good attention to detail</li> </ul>	E E D E E
Other Abilities / Aptitudes and Skills	<ul style="list-style-type: none"> <li>• Ability to work on own initiative, generate ideas and follow these through</li> <li>• Ability to engage and support young people</li> <li>• IT literacy</li> <li>• Access to a car and clean driving Licence</li> </ul>	E E D D
Personal Qualities	<ul style="list-style-type: none"> <li>• Enthusiasm for contemporary art, craft and design</li> <li>• Flexibility and willingness to work with limited resources</li> <li>• Ability to work effectively and calmly under pressure and to balance many conflicting demands</li> <li>• Willingness to work outside of normal office hours</li> <li>• Willingness to undertake training</li> </ul>	E E E E E

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## Application Form

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Post Applied for:

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### 1. Personal Details

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Last Name:

First Name:

Address:

Postcode:

e-mail:

Telephone:  
(daytime)

Telephone:  
(evening)

Fax:

National Insurance  
Number:

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**2. Education / Qualifications**

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Date	Institution	Qualification Gained

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### 3. Career History

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#### 3.1 Current

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Employers Name/Department:

Address:

Post held:

Date appointed:

Remuneration:

Notice period:

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#### 3.2. Career History

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Please include all working experience highlighting relevant projects. Please explain any gaps in employment.

Employer	Post held and brief description.	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**3.2 Cont.**

Employer	Post held and brief description.	From	To

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**4. Experience and personal skills**

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With reference to the enclosed job description and person specification, please give details of all your experience, skills and abilities relevant to this post and the reasons you are applying for the position.

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## 5. References

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Please give details of two people who can provide information that will confirm your suitability for this post. Where appropriate one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. References may be taken up before interview, please indicate whether this is acceptable.

### Reference 1

Name:

Position:

Address:

Telephone:  
(daytime)

Approach prior  
to interview?

### Reference 2

Name:

Position:

Address:

Telephone:  
(daytime)

Approach prior  
to interview?

I certify that the information given on this form is correct to the best of my knowledge. If I am appointed, I understand information from this form may be computerised for personnel/employee administration purposes in accordance with the Data Protection Act 1998.

Signed:

Date:

# THE MAKING®

## EQUAL OPPORTUNITIES MONITORING FORM

As an organisation committed to equality of opportunity and diversity we want to be one which is welcoming to all people in society. No job applicant will be discriminated against on grounds of gender, ethnic origin, sexual orientation, age, disability, marital status, personal, religious or political beliefs.

In order to ensure that our policy is effective we monitor applicants according to the categories below. **Please do not write your name anywhere on this form.** The information you provide is treated as confidential. You may not wish to answer any or all of these questions.

This form will not be used at any stage in selecting job applicants. It is intended solely to help us ensure that all sections of the community are aware of job opportunities at The Making.

<b>Job applied for:</b>	
<p><b>Disability.</b> For guidance the definition of disability under the Disability Discrimination Act 1995 is: A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.</p> <p>Please delete as appropriate to you :  <b>I consider myself to have a disability.</b>                    <input type="checkbox"/> <input type="checkbox"/>  <b>I do not consider myself to have a disability.</b>           <input type="checkbox"/> <input type="checkbox"/></p>	
<b>Date of Birth :</b>	<b>Age :</b>
<b>Male :</b>	<b>Female :</b>
<b>Which Ethnic Group do you feel you belong to ?</b>	<b>Tick as appropriate</b>
Bangladeshi	
Black - African	
Black - Caribbean	
Black - Other	
Chinese	
Indian	
Irish	
Pakistani	
White	
Other (please describe)	
How did you find out about this job?	

## **D BACKGROUND INFORMATION**

### **I MANAGEMENT STRUCTURE**

The Making currently consists of a Board of Directors, a Project Director, a Project Coordinator and Education Manager.

The Project Director, Project Coordinator and Education Manager are responsible to the Board of Directors for defining the project, commissioning fundraisers and other specialists, and ensuring the successful completion of the project to an agreed schedule.

The Youth Arts Co-ordinator will be line-managed by The Making's Education & Community Outreach Manager.

### **II HOW TO APPLY**

The post is based at Basingstoke and Deane Borough Council civic offices in Basingstoke. There is a no smoking policy in the office.

#### **Queries**

If you would like an informal discussion about the post, please contact Simon Taylor, Education and Community Outreach Manager, on 01256 845674.

#### **How to apply**

Please fill in and return the application form. Do not attach or enclose a CV. If you would like the form in electronic format, please e-mail [staylor@themaking.org.uk](mailto:staylor@themaking.org.uk) with 'Youth Arts Co-ordinator application form' in the subject line. The deadline for receipt of both posted and emailed applications is 5pm on Wednesday 29<sup>th</sup> March 2006.

Posted applications should be sent to:  
Simon Taylor  
Education & Community Outreach Manager  
The Making  
Civic Offices  
London Road  
Basingstoke  
RG21 4AH.

## **The recruitment process**

When you return your application form, the recruitment panel make a shortlist of the applicants who most closely match the essential and desirable criteria for the job. The short-listed applicants are then contacted and offered an interview.

The process is designed to measure fairly the applicant's skills and experience in relation to the essential and desirable criteria for the job. If you have not heard from us by Thursday 13<sup>th</sup> April 2006 please assume that your application was unsuccessful. The Employer reserves the right to ask for a medical report before confirming any appointment. If any information given on the application is subsequently found to be false the Employer reserves the right to terminate any contract of employment immediately.

## **Equal Opportunities Monitoring Form**

The Making is an Equal Opportunities employer. In order to ensure that our Diversity policy is effective we monitor applicants according to the categories on the enclosed form.

Please do not write your name anywhere on this form. The information you provide is treated as confidential. You may not wish to answer any or all of these questions. This form will not be used at any stage in selecting job applicants. It is intended solely to help us ensure that all sections of the community are aware of job opportunities at The Making. Please fill in and return with your application form. We will separate it from your application on receipt.

Thank you for your interest in the post of Youth Arts Co-ordinator. We look forward to receiving your application.