

# WEST

An **OnSide** Youth Zone

# Where Everyone Sticks Together

## ROLE PROFILE

### YOUTH WORK COORDINATORS: ARTS COORDINATOR



# ROLE PROFILE

**POST:**

Arts Coordinator

**SALARY:**

£27,500

**LOCATION:**

WEST Youth Zone, Hammersmith and Fulham.

**REPORTING TO:**

Head of Youth Work.

**CONTRACT:**

Permanent: 37.5 hours per week (including evenings and weekends)

**BENEFITS:**

33 days holiday inclusive of bank holidays; workplace pension; free gym access (once WEST has opened); access to OnSide's Talent Academy; bespoke training and mentoring.

**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.**

**THE ROLE**

Our Arts Coordinator will design and deliver creative arts activities for young people, overseeing the programmes for the Arts and Crafts room, Dance/Drama studio, Film and Media room, and the Music Studio. As well as this, they will provide line management support, coaching and development for arts sessional workers in their areas.

Our Coordinators are crucial members of our delivery team, responsible for an exciting programme of activities for their given area. We want to make sure that we have an exciting offer for young people aged 8 to 19 (up to 25 for those with additional needs), at WEST youth zone.

All 3 of these roles are delivery roles, with a minimum of 55% of working hours spent face to face with young people.

**FIRST 12 MONTHS**

In the first 12 months, you will have:

- Supported the Youth Zone to achieve 1000 visits by young people a week, inspired by the continually changing & vibrant offer
- Collaborated with the delivery team to ensure a vibrant & engaging programme is in place every session, planned 3 months in advance with input & cocreation with young people. Grown, recruited, developed & led the sessional Inclusion /Arts/Sports team to provide a supportive, safe, inclusive, and ambitious environment
- Have developed strong Arts partnerships which result in direct benefit to the borough's young people.
- Introduced the OnSide evaluation framework alongside young people's feedback to enhance the quality of the support given to help young people's progression.
- Created progression pathways for young people to build on our 'practice, perfect and perform' model
- Ensure volunteer & young leaders are well managed and supported.
- Helped to deliver holiday clubs engaging 80 young people a session



Please

## KEY RESPONSIBILITIES

- To plan, coordinate and deliver a comprehensive Arts programme for young people aged 8 to 19 (up to 25 with addition needs), helping to build their confidence, social skills and improve their overall wellbeing
- To ensure that the Arts programme is high quality and meets the need/wants of young people in the area
- 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 their sessions
- To ensure all Arts staff and volunteers are equipped with a wide range of resources and activities to engage, develop and inform young people
- To identify relevant issues or areas of development for young people and ensure that these are targeted in the Arts programme
- To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by their team
- To ensure Arts delivery is safe and complies with WEST's Youth Zone's policies
- To organise special events, challenges and projects within their area regularly
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities within the youth zone
- To support the youth zone promotional plan and work in the community to attract young people
- To manage, induct, train, support and develop a team of part-time Inclusion/Arts workers and volunteers, working with the Volunteer Coordinator, other delivery Coordinators, Club Managers and Head of Youth Work to support CPD
- To monitor, record and evaluate the Inclusion/Arts/Sports 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 Inclusion/Arts programme effectively and efficiently
- To network with local appropriate organisation and community providers/other partner organisations to develop joint working programmes
- This role could include occasional session leading and locking up of the youth zone to cover for the Club Managers. This will be scheduled by your line manager and you will be assigned another member of staff to assist
- 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 policies, procedures and practice
- To support across the whole youth zone offer as required. Sessions take place every evening, weekend and during school holidays. This could also occasionally include residential work
- 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
- Be a role model for young people and present a positive 'can do' attitude
- To deputise for the Club Managers as required and carry out any other reasonable duties as requested by the Senior Leadership Team
- **For the Inclusion Coordinator Only**
- **To understand the issues underlying community tensions and tackle the issues of mistrust and develop relationships in order to strengthen community ties**
- To influence the general programme of events at the Youth Zone so that it is attractive to young people from diverse backgrounds

## **WEST YOUTH ZONE**

Hammersmith & Fulham is a neighbourhood of wide disparities, with an acute need for youth services. The north of the borough comprises many neighbourhoods in the 20% most deprived neighbourhoods in the UK, whereas in the south, many are in the least deprived. This vast difference between those living in different parts of our borough is hugely unfair and can lead to radically different life outcomes. WEST Youth Zone is a vital provision that will make a huge difference to the lives of young people, and to the whole borough, levelling the playing field for our young people.

Construction of Hammersmith & Fulham's Youth Zone, named "WEST" by local young people, is due to be completed at the end of 2023 and open in spring 2024 as the fourth OnSide Youth Zone in London. At WEST, we believe all young people in Hammersmith & Fulham should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone will be a purpose-built space fizzing with energy and crammed with incredible facilities. It will be staffed by skilled and dedicated youth workers who truly believe in young people in the city – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Once open, we will deliver life-changing support to help thousands of young people from a diverse range of backgrounds to thrive.

Open 37 hours a week, 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We will offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as Individuals. Averaging 1,000 visits per week this is a charity that the whole community can be proud of, and you can be part of that journey.

Entry will be just 50p each visit and annual membership £5 which will give a young person access to over 20 activities per night. In addition to our open-access provision we will run targeted projects that bring specific outcomes to some of those most in need of additional support and interventions.

WEST Youth Zone will operate a proven OnSide model of youth service provision that is aligned to community needs and supported by cross-sector funding.

We give 8–19 year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives – raising their aspirations for themselves and their community.

The split of age groups are:

Juniors 8-12 year olds

Seniors 13+

The facilities will be second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that the young people of our community deserve the best.

## **ABOUT ONSIDE**

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

It's about opportunity.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

OnSide funds and builds state-of-the-art, multimillion- pound Youth Zones in the country's most economically disadvantaged areas. They train the amazing people that run them. And they offer continuing support via the nationwide OnSide Network of 14 Youth Zones (and growing), where colleagues can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young

people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit – from who they are now, everything they might become and achieve, and everyone they might touch and inspire.

All they need is the chance to shine – an environment where they can be their best selves – and you just watch them go.

## **Person Specification Below**

## PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge and attributes.

<b>SELECTION CRITERIA</b>	<b>REQUIREMENT</b>
<b>EXPERIENCE</b>	
Extensive experience of delivering creative Arts activities to young people in-line with relevant guidance and good practice	Essential
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
Proven experience of engaging vulnerable, disengaged or hard to reach young people in activities	Essential
Experience of managing a staff team, ideally including volunteers	Essential
Experience of monitoring and evaluation processes	Desirable
Experience working in partnership with external agencies	Desirable
Experience managing externally funded projects	Desirable
<b>SKILLS, KNOWLEDGE AND ATTRIBUTES</b>	
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential
Ability to motivate and engage staff, volunteers and young people through youth work	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Ability to plan and deliver creative Arts such as performances, exhibitions and celebrations for young people	Essential
Ability to coach and develop groups of young people	Essential
Ability to officiate and lead a range of Arts activities	Essential
Ability to manage and organise several tasks at a time	Essential
Ability to take initiative as part of a team, and lead a team	Essential
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs	Essential
IT Literate	Essential
<b>QUALIFICATIONS</b>	
A relevant qualification in Arts or Youth Work	Essential
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 and delivering these to young people.	Essential
Evidence of ongoing professional development (for example Safeguarding, health & Safety, Management	Essential
<b>SPECIAL REQUIREMENTS</b>	
A willingness to work evenings and weekends.	Essential
A willingness to cover events, holidays and staff absence	Essential
Committed to Safeguarding children	Essential

## GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual.

## APPLICATION PROCESS

To apply, please:

1. Complete an [application form](#) and return to [recruitment@westyouthzone.org](mailto:recruitment@westyouthzone.org) or apply via the website [Vacancies - West Youth Zone](#)
2. Please provide the following information:
  - Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before an offer of employment is made);
  - Any reasonable adjustments we can make to assist you in your application or the selection process.

**In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.**

# OUR 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.

## EXCELLENCE

We encourage ourselves and each other to be the 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.



## AMBITION

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.

## COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



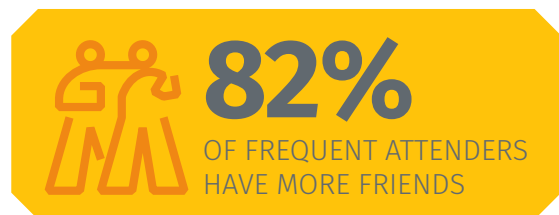


**OnSide**  
Here for young people

# 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

