**Job Title: Creative and Performing Arts Coordinator**

**Salary: Band C £13.35ph - £14.17ph based upon experience**

**Location: BLGC Sites and Community based**

**Reports to: Play, Youth and Inclusion Manager**

**Contract: Permanent**

**Hours: Part time and full time role available considered**

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”.

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we’ve set ourselves a target to help more young people than ever. We have recently re-opened our main centre in the heart of Bolton following a major £2.6m refurbishment. It’s an exciting time to join BLGC!

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**About the role**

The Arts, alongside sport and youth work, is at the heart of BLGC’s offer to young people. The Arts offer is wide ranging and includes visual arts, music, media, dance, and drama. Leading on the Arts Team, you will be key in ensuring young people have access to an exciting and creative arts programme that will be challenging, stimulating, fun, engaging and developmental. You will be involved in teaching the fundamentals of a single or range of arts activities, enabling young people to explore their creativity and grow their skills. We are looking for a range of talented youth arts workers to make up a team with a diverse set of skills and expertise, who are also passionate about working with young people. Ideally, you will have experience delivering one or more of the following arts:

* Visual arts (painting, drawing, sculpture, set design, etc)
* Photography
* Textiles
* Fashion
* Costume Design

**Main Responsibilities**

* Develop and implement an Arts programme that is exciting, challenging, and ever-changing.
* Delivering arts and craft, dance, media, music activities to young people ranging from greetings cards to fashion and design.
* Project manage, deliver and report on funded projects relating to the Arts
* Collecting data, outcomes, measuring impact and reporting back to funders.
* Working directly with young people to develop their social skills.
* Directly delivering a high-quality programme of activity that is exciting, safe, varied, innovative, developmental, and directly responds to the diverse needs, concerns, and interests of our members.
* Working flexibly to ensure the needs of the members are met
* Ensuring the participation of young people in activities and that their ideas contribute fully to the delivery of activities in a safe way.
* Be able to think on your feet and deliver an activity with minimal equipment.
* Ability to enthuse others including staff, volunteers, and young people.
* Make the environment fun and the place young people want to be.
* Be an active member of the team and operate in line with the values and principles of BLGC.
* Promoting cultural cohesion and inclusion and proactively challenge any prejudice and discrimination.
* Be a role model for young people and present a positive “can do” attitude.
* Commit to a culture of continuous improvement.
* Represent BLGC positively and effectively in all dealings with internal colleagues, and external partners.
* 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 alert to issues of safeguarding and child protection, ensuring the welfare and safety of BLGC 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).
* Assist with any promotional activities and visits that take place at BLGC.
* Actively promote BLGC and positively contribute towards increasing BLGC membership.

**PERSON SPECIFICATION**

**Method of Assessment Key:**

A Application Form

I Interview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential**  ✓ | **Desirable**  ✓ | **Method of assessment**  ✓ |
| **Qualifications** | | | |  |
|  | Level 2 Arts qualification or equivalent | ✓ |  | A |
|  | GCSE or equivalent in Mathematics and English | ✓ |  | A |
|  | First Aid |  | ✓ | A |
| **Experience** | | | |  |
|  | Two years experience of working with groups of young people aged 8 to 19. | ✓ |  | A/I |
|  | Experience of working with young people from diverse backgrounds and different needs. | ✓ |  | A/I |
|  | Experience of delivering visual arts / arts and craft sessions | ✓ |  | A/I |
|  | Experience of delivering events / displays and performances |  | ✓ | A/I |
|  | Experience of teamwork and working alongside volunteers | ✓ |  | A/I |
| **Knowledge and Skills** | | | |  |
|  | Ability to deliver high quality arts programs with young people who face social exclusion, disadvantage and disaffection and manage such a group | ✓ |  | A/I |
|  | One of more visual arts medium | ✓ |  | A/I |
|  | Able to work as part of a team and under own initiative | ✓ |  | A/I |
|  | Able to plan and evaluate the program of activities, including production of session plans and evaluation | ✓ |  | A/I |
|  | Able to communicate effectively with young people, parents, team members and members of the public | ✓ |  | A/I |
|  | Ability to engage and build positive relationships with young people including disengaged and disadvantaged young people | ✓ |  | A/I |
|  | Understand the principles of working with young people, the issues affecting their lives and knowledge of their needs | ✓ |  | A/I |
|  | Knowledge of health and safety, diversity awareness and safeguarding best practice |  | ✓ | A/I |
|  | Basic knowledge of Art Accredited Awards |  | ✓ | A/I |
| **Personal Attributes** | | | |  |
|  | A willingness to work unsociable hours when required | ✓ |  | A/I |
|  | A willingness to cover events, holidays, and staff absence | ✓ |  | A/I |
|  | The ability and willingness to travel to events in the region and beyond | ✓ |  | A/I |
|  | Commitment to BLGC values | ✓ |  | A/I |

Enhanced DBS is required for this role