Glenkens Community & Arts Trust Ltd

Job Description – Youth Arts Coordinator
(Part Time – 2 year post)

Aims of the Arts, Culture and Heritage Programme

Glenkens Community and Arts Trust wants to see healthy, active, creative, connected and inclusive communities in which people of all ages can live, work and grow. *(vision)*

To help make this future a reality, we will work with others to enrich the lives of people in our communities, by providing inclusive social, artistic and creative activities, experiences and opportunities for progression. *(mission)*

Contributing to this organisational vision and mission, the overall strategic aim of the Arts, Culture and Heritage Programme is for ***CatStrand to continue to be a premiere venue for touring artists in Scotland; with our arts programme championing excellence and experimentation across the arts, screen and creative industries, helping to enhance the culture of local area and the quality of life for its people.***

Embedded within this higher-level strategic aim, are intermediate outcomes that we would hope to achieve within 3-5 years:

- People and communities will have access to a diverse programme of arts, culture and heritage, which better meets their creative needs and interests
- An increased number and wider diversity of audience members access and enjoy artistic and creative experiences
- The community are more actively involved in the development of our arts, culture and heritage programme
- We work better in partnership with a range of organisations to maximise our assets and our impact in relation to arts, culture and heritage
- Young people are empowered and supported through the arts, culture and heritage programme and wider GCAT projects to engage creatively with their communities and develop their own creative practices
- The Arts, Culture and Heritage Programme undertakes effective marketing, PR and promotional activities in line with the wider organisational marketing and communications strategy
- The Arts, Culture and Heritage Programme understands its stakeholder need, is reflective about the impact of its work and involves its stakeholders in evaluation to make improvements

Each of these intermediate outcomes have associated activities and outputs deliverable over 1-3 years, which comprise the workplans for staff and volunteers, and all of which are summarised within our Strategic and Operational Plans.

Overall Role and Accountability

The **youth arts coordinator** is responsible for the development and delivery of CatStrand's year round programme of creative development for young people aged 4-25 in the Glenkens and wider region. The role sits within GCAT's Arts, Culture & Heritage Programme supported by the Arts, Culture & Heritage Manager (line manager) and by the GCAT board.

Principal responsibilities for this Service Area

- Continuing development and progression of our year-round youth arts programme
- Working with the local community and regional youth work organisations to deliver partnership projects and wider opportunities for young people
- Programming and facilitation of high-quality arts/creative events, workshops, courses and opportunities for young people across a range of ages in the Glenkens and wider region
- Management of our internship programme as well as creation and development of new internship/ placement opportunities for 16-25 year olds
- Reporting and monitoring records related to targets and objectives set by relevant funders and GCAT
- Coordination of marketing for CatStrand youth arts events and activity online
- Supporting and empowering young people to deliver creative projects and develop their skills through hands on engagement

In pursuit of the above, the Youth Arts Coordinator's duties will include:

Planning & Development

- Developing & managing all youth arts activities within the programme with support from the arts, culture and heritage manager
- Communicating with local community groups, schools and youth groups to maintain awareness of young people's needs, concerns and any opportunities arising
- Inputting events/ activity into the main arts programme and championing young people's opportunities within the organisation's other projects
- Awareness of current youth issues and other youth activity in the region, including attendance at Stewartry Youth Forum Meetings and other relevant meetings regionally and nationally where appropriate.
- Creating or commissioning marketing materials, maintaining social media accounts (facebook, instagram, twitch, tik tok) and communicating with young people and stakeholders using digital marketing tools including mail chimp

Team Work & People Management

- Recruiting and coordinating freelance artists and practitioners to deliver sessions and support projects
- Working in partnership with other GCAT projects and external organisations where appropriate
- Undertaking duty staffing roles within CatStrand when required
- Working effectively as part of the GCAT team and contributing to the development of the organisation as a whole
- Supporting youth volunteers including coordinating training where appropriate

Delivering Services

- Supporting and/or delivering sessions with young people
- Assisting young people to develop their own artistic practice, ideas and projects and showcase this to the community and wider region
- Recruiting and supporting interns during their placement. Developing internship placements with young people in mind and developing partnerships to support delivery of effective placements cross organisation where appropriate.
- Delivering a programme which delivers targets as set under the funding requirements and by the arts, culture & heritage manager
- Delivering additional youth work projects through GCAT when arising
- Focusing on achieving greater inclusion and diversity within all areas of the programme – artists, audience, volunteers and participants

Administration & Finance

- Budget management for the youth arts programme including detailed expenditure monitoring
- Dealing with petty cash and expenses
- Writing/Assisting with the writing of funding bids for specific project development and contributing to larger funding bids as appropriate
- Providing reports to funders and maintaining good relationships with donors and sponsors
- Operating within GCAT's policy framework, not least under best practice for safeguarding under GCAT's young people's child protection policies
- Evaluating all project activity and maintaining monitoring records to meet GCAT and funders requirements

Board

- Presenting/ reporting to GCAT board as required
- Taking on any other duties as reasonably requested by the board

Full job description:

Based at CatStrand, New Galloway, the youth arts coordinator is an important role within GCAT's projects team – working as part of our arts, culture & heritage work stream you will be responsible for coordinating and supporting a year-round programme of arts related engagement and development opportunity for young people aged 4-25.

The programme operates under three areas of delivery - Creative Sparks (4-12), Creative Skills (12-16) and Creative Careers (16-25). The programme incorporates regular activity (weekly/monthly), one off/ taster workshops and programmes of events during school holidays. Internships and placements for older young people are an important strand of the project delivery. The youth arts programme is responsive to need therefore delivery of additional project strands is often required. This year this will include specific coordination of our youth transport initiative Get On It, Youth Space Pilots project and Dirt Edits – a mountain biking and film making project.

The youth arts coordinator is a facilitator and developer of a programme that is young person led. You will work closely alongside GCAT's other project streams including Connecting in Communities (adult/intergenerational community activity) and the Glenkens Transport Initiative (minibus provision/community transport scheme) – working in partnership to deliver projects where appropriate.

You will also work with partners across D&G who work with young people and look to establish new partnerships to deliver projects.

The post is managed and supported by our Arts, Culture & Heritage Manager who programmes and delivers a year round arts programme at CatStrand, GCAT's multi-purpose arts centre in New Galloway and in community venues across the Glenkens.

The Glenkens is a rurally remote area of Dumfries & Galloway primarily comprised of 4 villages - New Galloway, Balmaclellan, Dalry and Carsphairn. The youth arts programme's remit is to deliver a programme to young people from the Glenkens area primarily and to reach out to the wider region. Currently young people engaged with our youth arts programme come from the surrounding area as well as Stranraer, the Machars, Wigtown, Castle Douglas, Crossmichael, Kirkcudbright, Dumfries and Dalbeattie.

The youth arts programme is funded by the Holywood Trust in the main with support from the Heritage Lottery Fund, Creative Scotland, D&G Council and Film Hub Scotland. The programme is funded for core delivery over the next two years up to March 2023. Sourcing additional funding for projects and contributing to larger funding applications will be a requirement of the youth arts coordinator role. Reporting and ongoing evaluation will form an important part of the role to feedback to funders and support ongoing development.

In this post you will be a champion of young people in the area, empowering and developing their skills through arts and creative processes and ensuring that their work and valuable contribution to the community is showcased within the region.

Youth Arts Coordinator
PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE		
	PVG Registered/Willing to be PVG Registered for working with children & young people	
	Experience working with groups of young people & children	Experience of one to one or mentoring work with young people
	Budget Management - Experience of managing a programme of activity within a set budget and monitoring spending across the project streams.	Successful fundraising experience
		Experience of arts delivery/tutoring
		Formal Youth Work Qualification and/or Formal Arts/Media Qualification

	Experience working in a rural setting/ with rural communities	Experience of working in or knowledge of the Stewartry/ Glenkens/ D&G region
		Experience working with schools
	Experience in preparing and implementing plans	
KNOWLEDGE & SKILLS		
	Competent level of IT skills (Microsoft packages including Excel) Skills in marketing including use of social media and e-marketing Experience of coordinating marketing materials and communicating with young people	Experience with In-Design, Photoshop, or Illustrator Experience of producing marketing materials for events/ opportunities Skill around online softwares including mail chimp, survey monkey & pikto-chart
	Excellent organisational skills High level of communication skills	Experience of delivering talks, written reports and infographics
	Interest in multiple art forms	Skills/ Knowledge of a specific art form e.g music/film /game dev/visual arts
	Full driving license	Access to your own vehicle
PERSONAL QUALITIES		
	Flexibility – ability to be adaptive, responsive to needs presented & willingness to approach new challenges	
	Excellent Communication Skills	
	Interpersonal skills– ability to work well as part of a team, maintain & develop effective working relationships	
	Initiative - ability to self-manage multiple work streams	
	Creativity – ability to think laterally, develop new creative ideas and ways of working	
MOTIVATION & EXPECTATIONS		

	Work in partnership with other GCAT projects where appropriate	
	Undertaking duty management roles within CatStrand when required	
	Delivering additional youth work projects through GCAT when arising	
	Working effectively as part of the GCAT team and contributing to the development of the organisation as a whole	
	Able to work evenings and weekends	

Basic Terms and conditions
Salary: £16,000 - £22,500 (pro rata) 21 hours per week

Hours:

Approx. 6-8 hours of direct delivery with young people/ supporting delivery with young people

13-15 hours of coordination/administration of programmes

Additional hours: Further hours may become available for project delivery where identified.

Fixed term contract to March 2023 – with extension possible funding allowing.

Pension: GCAT operates a NEST pension scheme, which you will be automatically enrolled into

The payments into your pension are:

- Your contribution - 3.00% of your pensionable pay. This will be taken directly from your pay and will appear on your payslip.
- Our contribution – 2.00% of your pensionable pay. This will be paid directly to the pension provider.

Holiday: 32 days pro rata (including public holidays)