



JOB PROFILE and PERSON SPECIFICATION

Job title: **Community Youth Support Project Coordinator**
Supported by the Henry Smith Charity

Reports to: Head of Learning

Responsible for: Freelance Staff, Learning Volunteers

Hours: 2 days a week,

Contract Type: 3 years Fixed Term Contract

Salary: £ 18,000 pro rata (£7,200)

Job Purpose:

Reporting to the Head of Learning, the Community Youth Support Coordinator will have specific responsibility for supporting the Head of Learning to plan and deliver the gallery's community outreach art project for socially excluded young people and young offenders that offers therapeutic workshops contributing to their rehabilitation. They will coordinate workshops, Arts Award courses, business enterprise initiatives, evaluation and help plan and deliver an exhibition. This is a three year project, supported with funding from the Henry Smith Charity and builds on the successful outreach work achieved through the Gallery's Big Issues project.

Key Accountabilities:

Planning

- Planning timetables for workshops
- Hiring and briefing freelance artists and Arts Award advisors
- Organising all vetting checks for staff delivering workshops and young people over 16 as required.
- Ordering and maintaining materials and resources
- Liaising with partner organisations – Surrey Youth Support Services and HMP/YOI Feltham
- Organising planning and training days for Gallery, Prison and Youth Support staff
- Carrying out research to ensure the project builds on existing best practice in the field of therapeutic and rehabilitative art practice.

Delivery

- Assisting freelance workshop leaders
- Delivering talks, tours and creative workshops
- Supporting the organisation of the annual Big Issues exhibition including, participants' statements, consent forms, framing, graphics, installation, private view, catalogue, transportation, invigilation, pricing, payment, collection and delivery
- Involving participants in other opportunities e.g. Silver Arts Awards, Apprenticeships, Volunteering, Koestler Awards
- Develop the project's online profile
- Be the main day to day point of contact for all participants, their families, partner organisations, funders
- Supervise learning volunteers and freelance staff

Monitoring & Evaluation

- Monitoring Arts Awards
- Ensure learning and rehabilitative milestones and outcomes are being met
- Conduct evaluation
- Record the project through film, photography, blog
- Monitor expenditure and provide financial reports
- Assist the Head of Learning with reports to funders
- Implement timely changes as requested by the Head of Learning to ensure the project is delivered to the highest standard.

PERSON SPECIFICATION FOR COMMUNITY YOUTH COORDINATOR

Attributes	Description
Skills & Experience	<ul style="list-style-type: none"> • Minimum 6 months' experience working with vulnerable young people and an understanding of their needs. • Demonstrable experience of planning and delivering learning activities for community groups. • Strong organisational and planning skills • Creative, ability to support artists to deliver practical workshops • Ability to work autonomously and manage own workload • Ability to work under time pressure • Exceptional written and verbal communication skills • IT Skills including Microsoft Office • Demonstrable experience of working effectively as part of a team • Ability to supervise others • Full clean driving licence and use of car
Knowledge & Qualifications	<ul style="list-style-type: none"> • A knowledge of the issues affecting vulnerable young people and those considered NEET (desirable) • Bronze Arts Award Advisor level (desirable) • Relevant Apprenticeship, degree, postgraduate qualification, or equivalent
Personal Attributes	<ul style="list-style-type: none"> • An aspiration to develop a career using art as a means of therapy and rehabilitation • A belief in the need to make arts and heritage accessible to all • Patience and resilience • Highly proactive and self-motivated • Professionalism and high sense of personal responsibility • A flexible approach to working hours, including evenings and weekends as required

Applicants should send their CV, including two referees, with a cover letter addressed to Susie Batchelor, Head of Learning, Watts Gallery at admin@wattsgallery.org.uk to be received by 9am, Friday 24th July.

Shortlisted candidates will be invited to interview on Thursday 30th July

Appointments are subject to an Enhanced Disclosure and Barring Service (DBS) check.