

## Skills Late: Young Volunteer Project Delivery (Freelance)

### Overview

London Transport Museum (LTM) is an education and heritage preservation charity, and a subsidiary company of Transport for London (TfL). As a charity, the Museum's objectives include the delivery of education programmes for schools, young people and communities throughout London.

At the heart of this work is the Learning Team whose programmes focus on four distinctive strands to engage schools, family groups, communities and young people.

London Transport Museum's (LTM) Young People's Skills Programme (YPSP) has over 10 years' experience of developing and delivering skills and employability sessions to over 6500 young Londoner's a year to address the skills shortage in the transport and infrastructure industries.

November 2017 marked the LTM's first Skills Late: Talent Transported, an event that welcomed over 290 young people (16-25), their influencers and industry leaders to come together to raise awareness of potential career pathways, provide guidance and encourage a positive change in perceptions towards careers in STEM. The event was held in the main galleries, and was delivered in a festival/carousel style.

As the cultural heart of London's transport industry, LTM is uniquely placed to explore the opportunity to be the bridge between young people, their influencers and industry leaders following the success of Skills Late: Talent Transported.

Feedback and research has highlighted that future Skills Late events should support young people and employers to co-produce solutions to the barriers that prevent underrepresented Londoner's from gaining employment in the transport industry.

In the development of Skills Late: Talent Transported held on Thursday 15 November 2018, LTM would like to co-produce content for the event with young career seekers. This project will welcome up to 10 young people as Young Volunteers (YV).

Young Volunteers collaborate with Museum teams on live project briefs resulting in a public facing outcome. The project will provide the opportunity for Young Volunteers to build skills and experience within the work place environment to add to their CV, and use creative reflective practice, while gaining a Bronze Arts Award Qualification.

This Project will be developed by the Contractor, a Lead Freelancer, and supported by a Young Freelancer from the YPSP.

## Summary of work required

### Job Details

- Approximately 13 days of work: 4 days development, 8 days delivery, 1 day evaluation
- **Fee: £2600**
- Some occasional weekend and evening working may be arranged through negotiation, as the project demands
- The position will be based at LTM Covent Garden, with occasional work at our Museum Depot in Acton or in the community.

The position is line managed by Holly Burton, Learning Officer: Young People (18-25).

### Key accountabilities:

- Develop creative workshops that will encourage and support YVs to research, explore and evaluate career matching resources aimed at young people (aged 16 – 25)
- Effectively induct up to 10 young people recruited by the YPSP team to LTM and its resources, enabling them to build confidence and have ownership over the project and its outcomes
- Facilitate creative activities to support YVs to: develop and design a creative activity or resource that will support guests of Skills Late: Talent Transported to understand the diverse careers and routes in transport and infrastructure
- Support guests to understand which career area best matches to their skills, attitudes and behaviours
- Research how the activity or resource could be inspired by LTM's Collection
- Ensure YV's opinions are valued and advocated to other project stakeholders and that their recommendations are visible in the project's outcomes
- Train and support YVs to deliver their project outcome at Skills Late 2018 to an approximate audience of 350 people made up of other young people, their influencers and employers
- Capture the learning of YVs and evaluate the project throughout using multimedia mediums, and in doing so enable the young people involved to reflect on and articulate their own experience, ideally through the completion of a Bronze Arts Award
- Produce an evaluation report at the end of the project.
- Manage and support a Young Freelancer (an early career professional) who will support development and delivery of the YV project.

## Person Specification

- Committed to working with the needs of young people at the centre of all programming
- Have an enthusiastic and engaging delivery style
- Have an empathetic, non-judgemental and ethical approach to work
- Excellent written and verbal communication skills. Post holder must present themselves well in a range of situations and with diverse audiences including young people, transport and infrastructure employers, educational providers and other programme stakeholders
- Excellent planning and organisational skills
- Ability to work under pressure, prioritise and manage time effectively
- Attention to detail
- A flexible approach, able to adapt to a range of situations
- Willingness to work occasional evenings and weekends as the project requires
- Ability to support early career professionals and volunteers

## Experience

- Experience of working with young people
- Experience of developing and delivering creative activities
- Experience of event delivery
- Experience of liaising with a range of internal and external stakeholders
- Experience of delivering excellent customer care

## Recruitment

To apply for this role please email a copy of your **CV** and **covering letter**, detailing how you feel your experiences match the person specification, to [youngpeople@ltnmuseum.co.uk](mailto:youngpeople@ltnmuseum.co.uk) with the email title: **Application - Skills Late: Young Volunteer Project Delivery**

**The deadline for applications:** Sunday 17 June, 23:59

**Interviews:** Tuesday 19 / Wednesday 20 June