



**Creative Arts  
Coordinator**

WARRINGTON



An **OnSide** Youth Zone

## THE ROLE

To develop and deliver an exciting arts programme of activities which will engage young people aged 7 to 19 years (up to 25 for those with additional needs) at Warrington Youth Zone.

You will design and deliver creative arts activities for young people as well as provide direct line management support, coaching, and development for arts sessional workers and volunteers to ensure young people receive the highest quality provision.

The role will oversee the Youth Zones creative arts offer making best use of the performing arts studio, music room, podcast & radio suite, film and multi-media room, arts, crafts, and fashion as well as leading on creative arts events.

The role will further utilise arts in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development. This will include planning and delivery, with support of the wider team.

## APPLICATION PROCESS

To apply, please send an up to date CV and return to [recruitment@wyz.org.uk](mailto:recruitment@wyz.org.uk) or apply via our website at <https://warringtonyouthzone.org/get-involved/vacancies-copy/>.

In addition, please let us know of 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.

For information regarding how we process your data, go to <https://warringtonyouthzone.org/privacy-policy/>

## ROLE PROFILE

**POST:**  
Creative Arts Coordinator

**SALARY:**  
£26,500 - £27,500  
(dependent upon experience)

**LOCATION:**  
Warrington Youth Zone (Dallam Lane, WA2 7NG)

**REPORTING TO:**  
Youth Work Manager Juniors

**CONTRACT:**  
Permanent: full-time,  
40 hours per week

**BENEFITS:**  
33 days holiday inclusive of Bank Holidays (rising with length of service)  
3% employer pension contribution once earnings threshold is reached

## KEY RESPONSIBILITIES

- To plan, co-ordinate and deliver a comprehensive Arts programme for young people aged 7 to 19 (up to 25 for those with additional needs) at Warrington Youth Zone, helping to build their confidence, social skills and improve their overall wellbeing (This is delivery role and a minimum of 45% of working hours will be face to face with young people across 3 sessions)
  - To ensure that the Arts programme is high quality and meets the needs of the young people including those with additional needs and disabilities and young people who typically don't engage in Arts
  - To ensure that the Arts programme contributes to the wider youth work agenda & community, supporting the development of young people
  - To motivate, encourage and support young people to participate fully in Arts sessions
  - To ensure all Arts staff and volunteers are equipped with a range of resources and activities to engage, develop and inform young people
  - To motivate, train, manage, develop, co-ordinate and maintain an adequate staff of Arts coaches both paid and voluntary to deliver high quality and safe activities
  - To identify during sessions any relevant issues or areas of development for young people and ensure that these are targeted in the Arts programme delivery
  - To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department
  - To ensure all Arts delivery is safe and complies with Warrington Youth's Zone policies
  - To organise special creative arts projects and events such as performances, exhibitions etc on a regular basis
  - To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in 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 Arts workers and volunteers, working with the Volunteer and Training Manager, Youth Club Co-ordinators and Head of Youth Work, supporting CPD and opportunities for accredited and recorded learning
  - To monitor, record and evaluate the Arts 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 Arts programme effectively and efficiently
  - To network with local appropriate Arts clubs and community providers and other partner organisations to develop joint working programmes
  - The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager when needed.
  - To deputise for the Youth Work Manager as required & carry out any other reasonable duties as requested by the Senior Leadership Team
  - 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 which takes place every evening, weekend and during school holidays and will 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
  - Any other duties as may be reasonably be required

## PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
<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 7 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 Arts 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 Arts	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 events, such as performances or exhibitions and occasions and celebrations for young people	Essential
Ability to coach and develop diverse groups of young people	Essential
Ability to officiate and lead a range of Arts	Essential
Ability to manage and organise several tasks at a time, as well as manage a budget	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
Sound knowledge of arts qualifications and the quality standards expected for the successful delivery of accredited and non-accredited arts activities	Essential
Knowledge of monitoring and evaluation within a creative art setting	Desirable
<b>QUALIFICATIONS</b>	
A relevant qualification in Arts or youth work	Essential
GCSE or equivalent literacy and numeracy	Essential
Activity or Arts leadership/coaching qualifications	Desirable
Qualification (or relevant experience) in a range of arts mediums (ideally two or more, e.g., dance, music, photography, performing or creative arts etc.) 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 unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS clearance and committed to Safeguarding children	Essential