



Mary's Youth Club Job Description Co-Producer Partner – Creative Arts

Position Title	Co-Producer Partner – Creative Arts
Hours Per Week	5 hours
Salary	£9.15 p/hour
Length of Contract	4 months
Purpose	To work directly with young people to promote and develop their social & emotional capabilities, education, health and well being
Availability	Evenings and/or weekends (available at least three evenings per week plus occasional weekends and daytime administration when necessary in order to plan and prepare)
Responsible to	Youth Development Manager
Working Relationships	CEO, Youth Development Manager , Youth Development Worker, Youth Workers, Volunteers and Session Leaders
Location	Mary's Youth Club, St Marys, Upper Street, Islington, N1 2TX

Principal Tasks & Responsibilities

1. Promoting weekly activities and events to young people aged 13-19 living in and around Islington. Promotion of activities will include: Outreach, Leaflet & Flyering and Building up Mary's Facebook page (including inviting 'Friends' and updating activities).
2. Be a part of Co-Producers planning committee for Youth Led Event.
3. To support Mary's programme of face-to-face work with young people including participating in Creative Arts sessions (minimum of two sessions each week).
4. To operate alongside all Mary's staff, volunteers and others to plan, develop and deliver high quality youth work activities.
5. To participate where possible in any youth work review and evaluation to help identify possible impact and benefits for young people.
6. Any other assistance, as required.



Key Requirements

- a) Commit to at agreed number of regular sessions / time allocation per week
- b) To be punctual and fully prepared and appropriately dressed to deliver and/or support sessions
- c) Actively and consistently demonstrate the positive communication which both underpin and model effective inter-personal skills and team working at Mary's
- d) Contribute to ensuring the youth work programme has diversity, challenges discrimination, works for justice and equality of opportunity
- e) Be available for one-to-one support and team meetings
- f) Contribute as part of a team to enable health & safety, good safeguarding, risk assessment and security procedures are followed within the delivery of youth work activities. In that ensuring all Policies and Guidelines are followed accordingly.
- g) Support and assist in any necessary fundraising activities

Training Opportunities

Mary's is committed to provide training and support to all staff and volunteers. You will be encouraged to access training that is identified to aid your personal and professional development. In some cases the training is provided free, however, where a fee is applicable then Mary's will seek to meet the expense.

Essential training includes:-

- Safeguarding children and young people
- Building Health and Safety
- Fire Regulations
- Introduction to Youth Work

Please note that the cost of training will be repaid in-kind by the trainee through hours of Voluntary work for an agreed time period.

The Voluntary hours will be calculated at:

2 hours per week for the duration of the course or 10 hours in total, whatever is greater.



Person Specification Co-Producer Partner

Skills

Requirement	Essential/Desirable
Ability to engage and communicate effectively with young people and adults	Essential
Ability to work with others and foster good teamwork	Essential
Ability to facilitate and lead Creative Arts group work activity with young people	Desirable
Ability to support and motivate young people	Essential
Ability to think through issues that affect young people and to address these within the delivery of youth work	Essential
Be able and willing to encourage and challenge young people to take responsibility for their own actions, make life positive decisions and to do things for themselves	Essential
Ability to recognise the effects of oppression and ability to develop and implement appropriate strategies to counter-act this oppression	Desirable
Ability to interpret and analyse the needs of young people	Essential
Ability to Identify and develop good youth work practice	Essential
Ability to adapt to change	Essential
Ability to operate effectively on own initiative	Essential
Computer Skills	Desirable

Knowledge

Requirement	Essential/Desirable
Knowledge of one specific Art form that can be shared with other young people	Essential
Understanding of young people's issues	Essential
Knowledge of current Youth Work curriculum practice, legislation and the issues impacting upon the Youth Service.	Desirable
Knowledge of safeguarding children and child protection practice	Desirable
Understanding of Health & Safety issues	Desirable
Understanding of Recorded Outcomes and Accredited Learning Programmes.	Desirable



Experience

Requirement	Essential/Desirable
Experience of being a part of a Creative Arts initiative	Essential
Previous experience of engaging and working with young people using Creative Arts in a youth work setting.	Desirable
Have a proven ability to initiate relationships with young people	Desirable
Experience of enabling young people to become involved in significant decision making processes.	Desirable
Experience of managing people, resources or projects.	Desirable
Developing leisure, social or educational activity programmes with young people.	Desirable
Experience of team work and commitment to being a team member	Desirable
To have experience of record keeping, report writing and the importance of these being met within set deadlines	Desirable
Experience of administrative and financial systems.	Desirable

Qualifications

Requirement	Essential/Desirable
NVQ or VRQ Level 1 in Youth Work or equivalent	Desirable
NVQ or VRQ Level 2 in Youth Work or equivalent	Desirable
NVQ or VRQ Level 3 Diploma/Certificate in Youth Work.	Desirable
Hold a current First Aid at Work, four-day qualification or be prepared to train for one	Desirable

Equalities

Requirement	Essential/Desirable
Understanding and commitment to Equal Opportunities policies.	Essential
Evidence of challenging discrimination, or implementing equal opportunities with young people	Desirable

Other

Requirement	Essential/Desirable
Ability to work unsocial hours on a regular and frequent basis – evenings, weekends and school holiday periods	Essential
A willingness to undertake qualification training and continuous professional development training.	Desirable

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A Criminal Record Disclosure will be required prior to appointment.