



## ROLE PROFILE

# ARTS COORDINATOR

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### POST:

Arts Coordinator

### SALARY:

£22,500 to £25,500 per annum (dependent on experience)

### LOCATION:

Mahdlo, Egerton Street, Oldham, OL1 3SE

### REPORTING TO:

Junior Zone Coordinator

### CONTRACT:

Full time, 37.5 hours per week, Permanent

### BENEFITS:

- Flexible working hours
- 33 days holiday (inclusive of bank holidays) per annum,
- Automatic enrolment to Medicash Health Care scheme on successful completion of probationary period
- Free onsite gym access



## ABOUT MAHDLO YOUTH ZONE

Mahdlo is a local charity that relies on the support and generosity of the Oldham community to keep our doors open and to provide the services our young people need.

Our Vision is to be a beacon of excellence for youth-led provision in Oldham.

Our Mission is to provide opportunities to raise aspirations and support young people to be the best they can be through the delivery of high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability).

OUR VALUES -  
THE WAY WE WORK

**PASSION**

RESPECT

**INCLUSION**

DEPENDABILITY

**EXCELLENCE**

## **THE ROLE**

We have an exciting opportunity to recruit a highly motivated and pro-active person to the role of Arts Coordinator at Mahdlo Youth Zone.

The successful candidate will take the lead in planning and delivering our Arts programme to support young people to positively access activities to develop their skills and enable them to achieve.

The post holder will have extensive experience of delivering arts activities and workshops to young people along with excellent knowledge and understanding of how to develop and deliver a high quality and varied arts programme covering a number of different arts disciplines.

You must be committed to working within the spirit of Mahdlo's core values – Passion, Respect, Inclusion, Dependability and Excellence – which describe the way we work.

## **JOB PURPOSE**

To lead in planning and delivering our Arts programme supporting young people aged 8-19 (25 with a disability) to positively access activities to develop their skills and enable them to achieve.

## **KEY RESPONSIBILITIES**

- To develop and coordinate the delivery of an engaging programme of arts activity that motivates, encourages and supports young people. Designing programmes to facilitate positive outcomes for young people; developing their creativity, confidence, self-esteem and social skills.
- To ensure that the arts programme is high quality, innovative, and suits the needs, abilities, interests and experience of young people.
- To work directly with young people across a range of Mahdlo's weekly sessions.
- To promote inclusion and cohesion within planning and delivery.
- To provide direct line management support, coaching, and development for sessional workers and volunteers to ensure young people receive high quality experiences.
- Work with the Facilities Manager to undertake the necessary risk assessments, assessing hazards, acting upon any issues and putting in place appropriate protocols to ensure all activities are planned and carried out safely in line with the safety regulations.
- Manage budgets and maintain resources effectively.
- To identify during sessions any relevant issues or areas of development for young people and ensure that these are targeted in the programme delivery.
- To create opportunities for accredited and recorded learning.
- Develop and maintain positive partnerships, locally and nationally, to support opportunities for young people and the organisation.
- To monitor, record and evaluate work 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 ensure that staff, volunteers and young people comply with health and safety and safeguarding procedures at all times.



- To act as a duty lead worker for Mahdlo sessions as and when required; responsible for young people, team and the building, during the session.
- Deal with any problems during sessions including dealing with accidents, and emergencies ensuring appropriate recording and reporting.
- Working with our Marketing and Communications Coordinator to ensure all activities are appropriately promoted.
- Support the writing and submitting of project and funding bids.
- Project management
- Ensure young people are fully able to contribute their ideas to the planning, delivery and evaluation of sessions, projects and activities.
- To be an active member of the team and deliver a focused, measurable contribution to Mahdlo's overall strategic plan operating in line with Mahdlo's values and principles.
- To take a creative and enthusiastic approach to making Mahdlo a valued facility in Oldham and a leader in its field.
- To promote and safeguard the welfare of young people at all times.
- To adhere to the Mahdlo's policies at all times, with particular reference to Health and Safety, Child Protection and Equal Opportunities.
- To carry out any other duty as directed by the line manager or a senior manager.

## **ADDITIONAL INFORMATION**

- The contracted hours of work are 37.5 hours per week, and will be worked flexibly in line with the needs of Mahdlo and its key activities.
- Along with daytime hours, you will work regular evenings and weekends (3 sessions a week) and occasionally Youth Zone events.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.
- In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within three months of appointment and refresher training thereafter.



# PERSON SPECIFICATION

## QUALIFICATIONS

	Essential	Desirable
Degree or equivalent experience in an arts-based subject.	✓	
A JNC recognised professional youth work qualification (minimum Level 2).		✓

## KNOWLEDGE

	Essential	Desirable
A sound understanding of how to plan and deliver high quality arts activities with young people	✓	
Understanding of national and local initiatives which influence provision of youth work to young people.	✓	
Abreast of current trends in arts practice nationally	✓	
Understanding of factors affecting lives of young people	✓	
A good understanding of delivering work with young people within an equal opportunities' framework	✓	

## EXPERIENCE

	Essential	Desirable
Minimum of two years' experience in delivering varied arts-based work to young people	✓	
Working face to face and leading activities with diverse young people aged 8 to 19 both in groups and individually.	✓	
Demonstrable experience of engaging difficult and hard to reach young people and supporting young people who are disaffected, underachieving and or have social/emotional barriers to learning.		✓
Experience of working towards and achieving outcomes with young people	✓	
Residential work with young people		✓
Experience of supervising and managing others including paid staff and volunteers	✓	

## SKILLS

	Essential	Desirable
Specialist skills in a specific performing arts discipline	✓	
Excellent leadership skills with an ability to inspire confidence and give encouragement to groups of people and lead and motivate a team of part-time staff and volunteers to bring out the best in them.	✓	
Ability to make decisions under pressure.	✓	
Excellent communication, interpersonal and relationship building skills	✓	
Excellent planning and organisational skills with an ability to manage multiple tasks and prioritise conflicting demands to that enable young people to achieve set outcomes	✓	
Ability to self-motivate and work to set deadlines to meet project targets.	✓	
Ability to network and liaise with relevant partner agencies	✓	
Ability to design and implement high quality youth work programmes with young people who face social exclusion, disadvantage and disaffection.	✓	
Ability to effectively monitor and evaluate success and impact and complete reports in line with funding, contract and manager requirements	✓	

## **SKILLS**

	Essential	Desirable
Ability to deal with challenging behaviour and to identify and challenge discrimination and discriminatory behavior, taking appropriate action as necessary	✓	
Knowledge and understanding of Child Protection and Safeguarding practice	✓	
Ability to understand, follow and implement procedure	✓	

## **PERSONAL ATTRIBUTES**

	Essential	Desirable
Passionate about working with young people	✓	
Able to remain calm in challenging situations	✓	
Professional approach to work	✓	
Self-motivated, able to use own initiative, confident and persistent	✓	
Positive and enthusiastic	✓	
Punctual and reliable	✓	
Commitment to personal and professional development.	✓	
Commitment to involving young people in decision making.	✓	
Ability to work within a team		
High aspirations and highest possible standards for young people.	✓	
Full commitment to inclusion and belief that young people of all backgrounds can achieve.	✓	
Able to work in the evenings and at weekends	✓	
Current driving license		✓

## **APPLICATION PROCESS:**



### **HOW TO APPLY:**

To apply for this opportunity please complete the Mahdlo application form downloadable from:

<https://www.mahdloyz.org/join/vacancies/>

Please refer to the full job description and person specification as relevant experience is essential.

All application forms must be submitted via email to [HR@mahdloyz.org](mailto:HR@mahdloyz.org)

## **CLOSING DATE: 12 NOON, FRIDAY 13 MAY 2022**

Mahdlo is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; therefore an Enhanced Disclosure and Barring Service (DBS) check is required with this post. The successful applicants will be expected to join the DBS Update Service. Job offers are also subject to two satisfactory references.

Mahdlo is an equal opportunities employer and positively welcomes applications from all candidates. We treat all applicants for employment and employees equally.

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# MAHDLO TEAM BENEFITS

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## FLEXIBLE WORKING

Choose your hours of work whether you like to have a lie-in in the morning or if you are an early bird.



## ONSITE GYM

For all of the fitness fanatics or if you just want to maintain a healthy lifestyle.



## BIRTHDAY GIFT

£50 Birthday Gift to boost your Health and Wellbeing.



## HOLIDAY ALLOWANCE

33 days annual leave (including bank/public holidays) per annum.



## FRIENDLY & SUPPORTIVE TEAM

We have team days (twice a year) and you will also have the opportunity to get involved and make a difference.



## MEDICASH HEALTH CARE

On successful completion of your probationary period you will be enrolled onto Medicash - an award winning Health Care scheme.