

JOB DESCRIPTION

Job Title:	Visual Arts Coordinator
Reporting to:	Junior Zone Coordinator
Location:	Mahdlo, Sir Norman Stoller Way, Oldham, OL1 3SE
Contract:	13 hours per week, 18-month fixed-term contract
Salary:	£28,500 per annum pro rata

Our Vision

To empower Oldham's young people to thrive through excellent youth work

Our Mission

To provide opportunities to raise aspirations and support young people to reach their full potential through the delivery of high-quality experiences, ensuring youth voice is a golden thread in shaping everything we do

Our Values – The Way We Work

Passion

Respect

Inclusion

Dependability

Excellence

Job Purpose

To coordinate Mahdlo's visual arts offer across the 7-day programme, working with arts workers to ensure activities are creative, inclusive and inspiring. The role includes direct delivery of two weekly sessions, managing the visual arts budget, and supporting the development and delivery of projects in the arts area.

Main Duties and Responsibilities

- Plan and coordinate the 7-day visual arts programme in collaboration with arts workers, ensuring it is varied, engaging, and meets young people's needs.
- Deliver minimum two weekly visual arts sessions for young people aged 8–19 (25 with a disability).
- Manage the visual arts budget, sourcing and maintaining resources effectively.
- Support the delivery of projects and creative initiatives in the arts area, including exhibitions, showcases, and collaborative work.
- Design activities that promote creativity, confidence, self-expression, and social skills.
- Provide opportunities for accredited or recorded learning in the visual arts.
- Monitor, record and evaluate work, demonstrating participation, outcomes, and impact.
- Ensure safe practice, completing risk assessments and adhering to safeguarding and health & safety policies.

- Work with the Marketing and Communications Lead to promote arts opportunities and young people's achievements.
- Develop and maintain partnerships with local artists, groups, and organisations to enhance opportunities for young people.
- 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 senior manager.

General Requirements

- Work diligently to meet the requirements of this job description.
- Understand the importance of data protection and maintain standards of best practice in this area.
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required
- In accordance with our Child Protection and Safeguarding procedures, this position requires a safer recruitment interview and an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

Additional Information

- Contracted hours: 13 per week, including delivery of two evening or weekend sessions.
- Occasional additional hours may be required for events, exhibitions, or special projects.
- The contracted hours of work are 13 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 (2 sessions a week) and occasionally Youth Zone events.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Degree or equivalent experience in an arts-based subject.	✓	
A JNC recognised professional youth work qualification (minimum Level 2). Or a willingness to work towards.	✓	
Knowledge		
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 arts sessions to young people.	✓	
Understanding of factors affecting lives of young people	✓	
A good understanding of delivering work with young people within an equal opportunities framework	✓	
Experience		
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		✓
Skills		
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	✓	
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		
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.	✓	



An **OnSide** Youth Zone

	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		✓