



JOB DESCRIPTION

Job Title:	Interim Learning & Participation Manager / Performing Arts Practitioner (Senior Wac Arts)
Salary:	£38,000 pro rata (0.4 £15,200)
Duration:	Fixed term until August 2021
Hours:	16 hours per week, includes Sundays, occasional Saturdays and evenings
Reports to:	Director of Programmes
Line Management:	Sessional artist/tutors

JOB SUMMARY:

- To design and deliver a high-quality programme of performing arts and media activities for young people, aged 15- 26, including direct delivery as an artist/tutor according to specialism in either drama or dance
- To coordinate all aspects of delivery, including overseeing Health and Safety and Safeguarding of users

KEY RESULT AREAS:

- Recruit, appoint and monitor the Senior Wac Arts artist/tutors and ensure that all sessions are delivered to the highest standard and are appropriate to the inclusive ethos of Wac Arts
- Work with the Director of Programmes to develop the Senior Wac Arts artistic programme, to include digital delivery of participatory activities and commissioned work, aligning to the Business Plan and Wac Arts' Statement of Artistic Principle, *'The positive artistic voice of contemporary Britain: Pioneering. Equal. Open'*
- Deliver a minimum of two hours as an artist/tutor, according to specialism in either drama or dance
- Monitor the progress and conduct of participants, to promote a culture of equality, empowerment, innovation and excellence
- Promote and maintain equal opportunities in all aspects of the programme
- Support individual personal progression and development, connecting with young people, parents, carers and key workers, as appropriate
- Align delivery to the Camden Youth Service grant Youth Curriculum
- Identify opportunities to align provision to the National Curriculum, Further and Higher Education and employment, to support pathways into and through Senior Wac Arts
- Monitor and evaluate delivery, collating and preparing data as per funding and reporting requirements, and to inform programme planning
- Work collaboratively with the Engagement Officer to plan and deliver engagement activities, to grow the numbers of young people on programme
- Support the Engagement Officer and Officer for Access, Outreach and Digital Technology to create and share content for social media
- To be responsible for the safeguarding of young people, when coordinating delivery within the building

Management of relationships and resources:

- Within coordinator duties (Senior Wac Arts and holiday programmes), act as the main point of contact for sessional staff, including recruiting, training, contracting and scheduling
- To work within budget, maintaining accurate financial records
- To be responsible for maintaining health and safety standards at every level, when coordinating delivery within the building on Sundays
- To complete risk assessments for Senior Wac Arts provision, on an annual basis, aligning to the building risk assessment
- To complete risk assessments for any additional activities coordinated within and/or external to the building – e.g. holiday programmes, trips and visits

General:

- To provide administrative support across all Key Result Areas
- Attend Programme Team meetings, supporting to formulate the agenda, preparing for meetings accordingly
- Upholding the organisation's Safeguarding and Child Protection policies and procedures - working closely with Designated Safeguarding Leads to ensure these are maintained to the relevant agency standards
- Ensure compliance with all Wac Arts policies and procedures, including safeguarding, health and safety and equality, diversity and inclusion
- Any other duties as requested

PERSON SPECIFICATION**Knowledge and Experience:**

- A minimum 3 years' experience leading and delivering performing arts and media programmes for young people, including direct delivery as an artist/tutor within education and/or community settings, according to arts specialism
- Experience of delivering digital learning and participation programmes
- Understanding pathways and barriers that exist into arts activities, FE, HE and employment
- Experience of safeguarding for children and young people and vulnerable adults
- Knowledge of best practice in community engagement and youth support
- Knowledge of reaching and engaging young people and communities that face the greatest barriers to participation
- Experience delivering services for young people that support individual's personal development and encourage progression, aligning to schools, FE, HE and employment
- Experience of monitoring and assuring quality in participatory arts programmes
- In depth knowledge of safeguarding policy for children and young people and vulnerable adults and demonstrable experience of applying policy to practice
- Experience of delivering activities that support individual progression and accredited outcomes
- Experience of managing a budget including monitoring expenditure

Skills and Attributes:

- Highly organised and efficient, with the ability to lead delivery and support the effective running of the programme
- Working in a team environment
- Strong communication skills (written and verbal)
- Excellent people skills (individuals and groups)

- Ability to support and maintain relationships with senior managers, young people, parents/carers and key workers
- Effective IT skills including MS Excel, Word (Microsoft 365)
- Ability to work well under time pressure and meet deadlines and expectations

General:

- Working knowledge of popular relevant social media platforms and ability to create content
- Enhanced DBS clearance
- Interest and willingness in continuing professional development
- Self motivated, flexible and creative
- Able to work outside normal hours (e.g. weekend and evening programmes)

Desirable

- Knowledge and contacts across local youth and education settings

We are looking for interest from people who reflect the diversity of London and the communities we serve. To apply, please submit your **CV and covering letter** (no more than two pages) outlining your interest in the role and how your skills and experience meet the job description and person specification. Please also complete the **equality and diversity monitoring form**.

Please submit the above required documents by email to Lindsey Pugh, Director of Programmes – **Lindsey.Pugh@WacArts.co.uk** – **by 9am on 11 November**. Interviews will take place on 19 November.

For further details please visit the website: <https://www.wacarts.co.uk/vacancies>