



INFORMATION for the post of Education & Engagement Officer

Young at Art is Northern Ireland's leading children's arts organisation. It is a small but busy charity, which also has a charitable creative writing company and a social enterprise trading arm (approximate turnover £500,000).

The successful candidate will work as part of a core staff team, reporting directly to the Director. Primarily office-based, the post includes specific responsibilities for overseeing and developing our education, outreach and engagement activities. You will oversee exciting arts engagement projects as well as our main activity, the international Belfast Children's Festival, every March.

Duties will be both operational and strategic level. They include:

- Developing and delivering audience development and engagement plans within the youth, education and community sectors;
- Evaluating the impact of our education and engagement programme;
- Identifying funding sources for the programme, assisting with funding applications and report writing; and
- Line managing relevant project artists, support staff (freelance and employees) and volunteers.

We are looking for a candidate with excellent administrative and organisational skills to join to a thriving and exciting creative business with an international reputation for excellence. Your contribution will have a direct effect on the achievement of our organisation vision and strategy.

Location:	Company office (currently in Belfast city centre) with some off-site activity
Working Hours:	Part-time (25 hours per week) Office hours are 9am – 5.30pm. Your hours of work to be agreed, with occasional evening and weekend work and long hours anticipated before and during the Festival period.
Salary:	£21,000 - £23,000 pro rata (based on experience)
Expenses:	Approved expenses and mileage reimbursed
Leave:	28 days annual leave pro rata, plus Bank Holidays. TOIL is applied where relevant.
Contract:	This is a permanent part-time position. A probationary period will apply.

Young at Art operates a range of policies that respectively promote equality, health and safety and the safeguarding of children and vulnerable adults. You must be committed to upholding these policies and additional checks may be required for the successful applicant.

All our posts are subject to the availability of funding.

Company Information

Background

Young at Art was established in 1998 to run an international arts festival for children and young people. It quickly expanded, incorporating as a limited company in January 2000, and extending to a year-round programme comprising commissioning, touring, action research, outreach and development work. The Belfast Children's Festival (still the anchor of its annual programme) is now one of the largest in the UK and Ireland with approx. 30,000 children and adults attending both free and ticketed events within a six-day programme each year.

The year-round programme combines engagement activity, special projects and commissions, artists' development and touring. In 2011, the company established a touring agency as a social economy trading arm which now delivers the bulk of its touring work. Young at Art's work has been seen throughout Northern Ireland, the Republic of Ireland, UK, USA, Germany, Australia and Canada. In 2016, our allied creative writing project *Fighting Words Belfast* was constituted and registered as a charity in its own right. It delivers creative writing sessions to schools, community groups and after schools clubs.

Company Information

Young at Art is a registered company with charitable status, recognised by the NI Charities Commission. It is core funded by the Arts Council of Northern Ireland, Belfast City Council and the Education Authority. It undertakes significant fundraising each year as well as generating modest ticket income through its Festival. The trading arm, Young at Art Events, operates on a commercial basis, donating its profits to Young at Art. *Fighting Words Belfast* is a registered company with charitable status, recognised by the NI Charities Commission and is funded by trusts and foundations.

Strategy

Young at Art believes that all children's lives are enriched through the arts. Our mission is to deliver great arts projects and events for children and young people because we believe that the arts inspire joy, creativity and curiosity.

Our current strategy runs into 2019, with a new strategy currently under development. Our current aims are to:

1. Present arts activities and performances that provoke thought and emotion
2. Enable access to great arts activities for all children and young people
3. Engage with children and young people to develop their critical thinking and personal skills

The three aims will be supported by core business priorities under the following aim:

4. Sustain the organisation's mission for the future

The close-knit staff team are part of the success of Young at Art, contributing to the delivery of its strategy through their distinct roles.

Job Description – Education & Engagement Officer

RESPONSIBLE TO: The Director

RESPONSIBLE FOR: Project artists, support staff (freelance and employees) and volunteers

ROLE

You will be responsible for overseeing and developing our education and engagement activities of Young at Art and will have an important role in:

- Designing and delivering our Education and Engagement projects, in line with our strategic aims;
- Overseeing and developing our evaluation frameworks and methods; and
- Monitoring the impact of our artistic engagement work in youth, education and community sectors.

RESPONSIBILITIES

Artistic

To take the lead in maintaining the quality of Young at Art's education and engagement programmes in support of the organisation's strategic aims

To work with the Director and other core team to extend and develop strategic priorities for access and engagement

To support company planning at operational and strategic level with specific input around developing engagement and educational impact

To maintain quality standards throughout the planning and execution of the programme

To develop all teaching/youth work support including training and resources

To work with the Director to grow engagement skills in the sector across a range of artforms

To grow links with training bodies to extend YAA's mission

To support and contribute to overarching and specific project evaluation

Administration

To adhere to company systems, templates and procedures

To work as a member of the core team to ensure efficiency and provide effective evaluation and follow-up

To maintain rigorous and time-efficient procedures for all company paperwork

To be responsible for coordinating all elements of the relevant artistic/educational programmes in liaison with staff team

To oversee the reporting framework for all education/outreach projects, feeding forward planning and impact measurement

Finance

To support the Director and General Manager in planning, fundraising and reporting on relevant programme areas

To assist with identifying discrete funding opportunities for the education and engagement programmes and, as appropriate, prepare applications or key elements of them

To be responsible for preparing reports to funders under the instruction of the Director

To be responsible for budget controls in relation to the education and engagement programmes

To liaise with the General Manager on appropriate procedures and paperwork for all project income/ expenditure

Audience Development

To work closely with the Marketing & Communications Manager on specific campaigns to develop appropriate promotional materials and opportunities, identifying target audiences and groups

To contribute to planning and implementation of stakeholder engagement and advocacy strategies

To be the lead liaison for schools and other education institutions and youth/community groups in relation to the company's activities

To build, attend and contribute to appropriate networks in support of the organisation's strategy

General

To contribute to the organisation's Vision, Mission and strategic aims

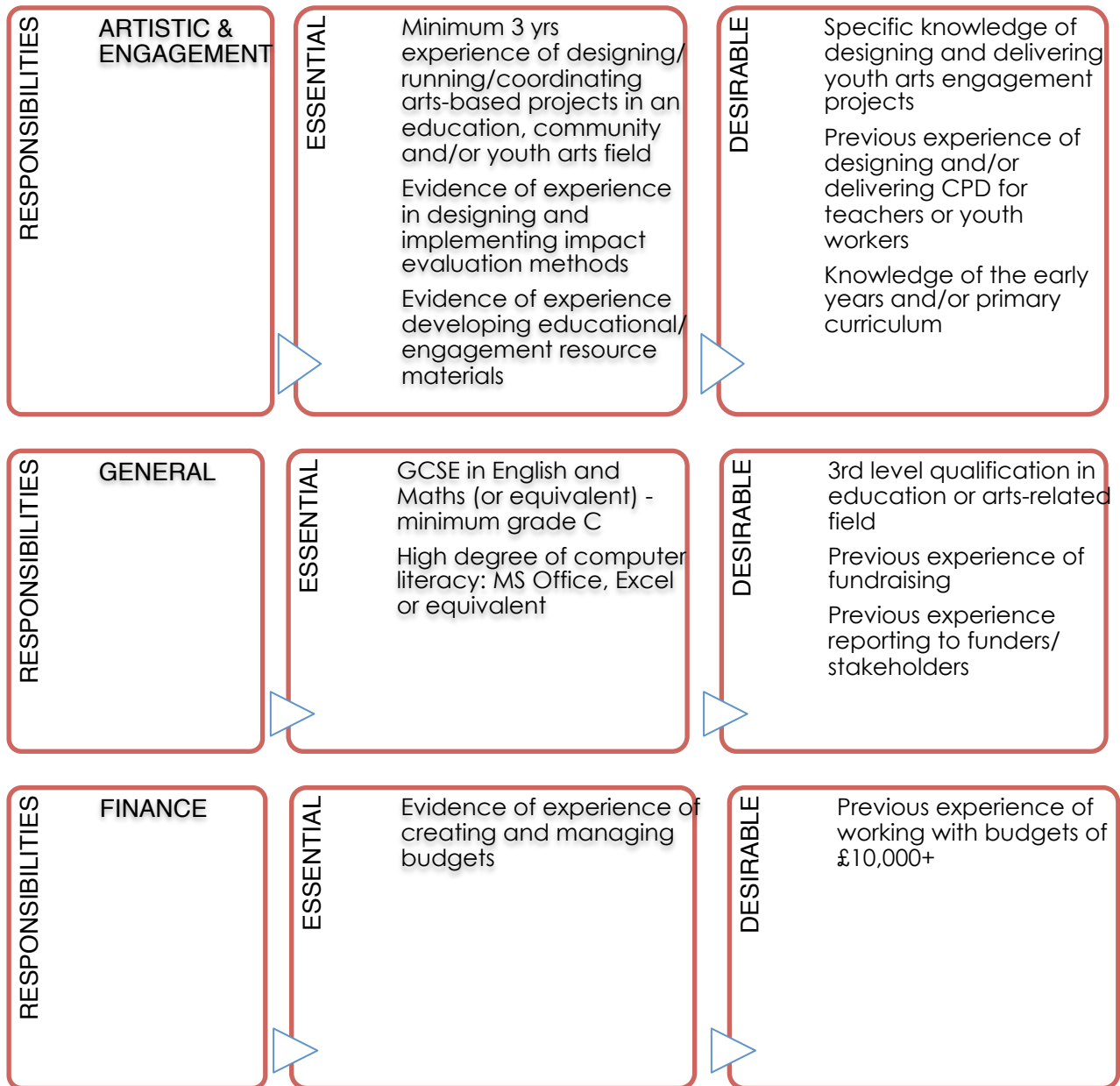
To work at all times towards the mission and vision of Young at Art and support its ongoing development

To support and implement all company policies and procedures (e.g. health & safety, equality, safeguarding, data protection, etc)

To carry out any other duties as may reasonably be required in the operation of the post

Person Specification

Young at Art are looking for candidates who can best meet all Essential criteria and most closely demonstrate the Desirable criteria. Applications that DO NOT MEET ALL Essential criteria will not be considered. Young at Art reserves the right to weight key skills within the selection process.



CONFIDENTIAL APPLICATION FORM for EDUCATION & ENGAGEMENT OFFICER

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE FORM:

This is an email only application process. Hard copies will not be considered. All applications must be completed in full using the original MS Word document. In compliance with company policies, the separate Disclosure and Monitoring Form must also be returned by email.

All applicants MUST complete both forms provided and return them to **recruitment@youngatart.co.uk**.

Complete the form as fully and concisely as possible based on the Person Specification and other job information supplied. Candidates will be assessed against the essential and desirable criteria.

Do not enclose any other materials, such as your CV.

It is your responsibility to ensure that your application arrives on time and in the appropriate format. If you have problems with formatting this document, please contact us at 028 9023 0660

The deadline for your application is 12 noon on Wednesday 5 December 2018. Late applications will not be considered.

Shortlisted candidates will be notified as soon after the deadline as possible. **Interviews will take place on Friday 14 December 2018.**

SECTION 1: PERSONAL INFORMATION

Surname: _____ Forename: _____

Home Address _____ Address for correspondence (if different): _____

Tel Day: _____ Mobile: _____

Email: _____

Office Use Only:

Application No:	Date Received:	S/L
		Y/N

SECTION 2: CURRENT OR MOST RECENT EMPLOYMENT

Please give details of your current post or your most recent employment.

Employer's Name:

Address:

Telephone Number:

Your job title:

Salary:

Date commenced:

Date left:

Reason(s) for leaving:

Notice required: _____

Amount of sick leave taken in the last twelve months: _____

Please outline your main job responsibilities:

SECTION 3 EMPLOYMENT HISTORY

Please detail other posts held, starting with the one immediately prior to that already described. Continue on a separate sheet if necessary.

Employer's name & nature of business	Job Title & main responsibilities	Date commenced	Date left

SECTION 4 TRAINING & QUALIFICATIONS

Please give details of relevant qualifications and institutions attended, detailing examinations and results and dates attended.

Name of College or School	Detail of qualifications obtained, examinations taken and results	Date commenced	Date left

OTHER TRAINING

Please give details of any other relevant training, short courses or work-related training undertaken.

Training Provider	Qualifications or certificate (if any)	Date commenced	Date left

SECTION 5 MEETING THE CRITERIA FOR THE POST

Based on the Person Specification, please provide specific examples to show how you meet the essential and desirable criteria for this position. Please note: the selection panel will shortlist candidates based only on the information in this section, so please ensure you provide all relevant information.

Please do not exceed the word limit. No other materials will be considered in your application (CVs, etc).

Artistic & Engagement (in no more than 500 words, please respond to the essential and desirable criteria)

General (in no more than 500 words, please respond to the essential and desirable criteria)

Finance - Fundraising & General (in no more than 500 words, please respond to the essential and desirable criteria)

SECTION 6: ADDITIONAL INFORMATION

Please supply any further information you feel would be valuable or relevant in considering this application.

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SECTION 7: OTHER INTERESTS

Please give details of any membership of professional societies, boards, institutions, and any voluntary work etc:

Group/Society Name	Activities/Role undertaken	Date commenced	Date left

SECTION 8: ACCESS NI

This position may involve regulated activity as it involves working with, or line-managing those working with unsupervised children or the same children on a regular basis.

Is there any reason why you can't work in regulated activity?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

We may require you to submit an application for an Access NI Enhanced Check, which will include a referral to the Disclosure and Barring Service (DBS). We will provide you with full information of how to apply for an enhanced check if required, and you can let us know if you are happy for us to proceed with a DBS barring list check.

The Access NI Code of Practice is available at <https://www.nidirect.gov.uk/publications/accessni-code-practice>. If you would like more information on the Access NI application process you can find it here: <https://www.niacro.co.uk/disclosure-advice>

You have an opportunity later in the disclosure and monitoring form to tell us confidentially about any criminal convictions. Please note, a criminal conviction does not necessarily prevent you from working with us, it will depend on the activity you will be working on and the nature of your conviction. We have policies on the Recruitment of Ex-offenders and Data Protection & Security. Copies are available on request.

SECTION 9: REFERENCES & DECLARATION

Please give the full contact information of two people from whom references may be sought. One of these should be your current or most recent employer. Family members may not act as referees. References will only be taken up for shortlisted applicants and all offers of employment are conditional on satisfactory references. Please indicate if you are happy for your references to be contacted:

I am happy for them to be contacted

- If I am shortlisted
- If I am offered the post

Name:

Address:

Postcode:

Telephone Number (Daytime):

Mobile Number:

Email:

Name:

Address:

Postcode:

Telephone Number (Daytime):

Mobile Number:

Email:

DECLARATION

This section of the form must be completed or your application will not be considered.

I declare that the information on this form is correct and nothing has been omitted, which to the best of my knowledge might affect my application. I also declare that I am legally permitted to work in the UK and will comply with the checks required to verify this, including production of valid identification documents.

Signed:

Date:

NB: Please return with a digital or scanned signature. If you are unable to do so, your declaration of the statement above will be assumed and you will be required to sign a copy of this form should you be selected for interview. Inaccurate or misleading information in this form will result in applications being omitted from consideration, and any offers of interview or appointment being withdrawn.