



## Young Norfolk Arts Youth Engagement Assistant Job Description

**Hours:** 15 hours a week

**Salary:** £9.50/hour (£18,525 full time equivalent (FTE) pro rata)

**Location:** The role will initially be based from home, with the opportunity to work at the YNA office at Norwich Arts Centre depending on Covid-19 restrictions.

The role is fixed until 31st August 2021, and then will continue on a rolling basis dependent on funding, with a minimum of four weeks' notice.

More hours may be available during busier periods (e.g in the run up to our Young Norfolk Arts Festival in July) paid at £9.50ph.

### **Job Description**

Young Norfolk Arts provides opportunities for children and young people to create and engage with arts and culture across Norfolk. We hold the Young Norfolk Arts Festival (YNAF) – a celebration of creativity and performance by and for young people in Norfolk every year, and the Young Norfolk Visual Arts (YNVA) programme and exhibition.

True to our ethos, our [YNA Collective programme](#) is a platform that celebrates creativity and performance by and for young people in Norfolk and is open to anyone aged 16-25. Through regular meetings, training sessions, creative workshops and collaborative sessions with our partners, the Collective develop the skills and knowledge to enable them to manage, produce, promote and evaluate arts events, activities and exhibitions.

Since April 2020 we have been successfully delivering the Collective programme online through Zoom and other digital platforms. In July this year we also hosted our first [virtual Festival](#) and [exhibition](#). We hope to be able to offer a blended programme of in-person and online delivery for both the Collective programme and YNAF 2021.

This is an exciting time for Young Norfolk Arts and we are now looking for someone to join our small, enthusiastic and passionate team, working to support the administration and facilitation of the YNA Collective programme.

## **About the role:**

We are looking for someone with a background in and passion for working with young people. The role will support and work closely with our YNA Collective Coordinator, who curates the creative elements of the Collective programme and leads on its delivery.

Please note that whilst we are an arts based organisation, you do not need to have a background of working in the arts, we would welcome applicants from a wide range of sectors who have the relevant experience.

The role will include the following and will also require flexibility and enthusiasm for undertaking other related tasks which may become necessary:

- Supporting the YNA Collective Coordinator with the administration of the YNA Collective programme including; regular contact with the Collective members via email and other digital platforms, updating YNAC database, creating documents and spreadsheets.
- Supporting the YNA Collective Coordinator with the delivery of weekly sessions, currently via Zoom.
- Supporting the YNA Collective Coordinator to ensure compliance with Health and Safety and Safeguarding procedures.
- Supporting the YNA Collective Coordinator on recruitment for the Collective including helping to build relationships with relevant - partners particularly youth organisations and education settings.
- Assisting with the evaluation and gathering of data necessary for reporting to funders and partners.
- Supporting the delivery of the Young Norfolk Arts Festival particularly events and exhibitions coordinated by the YNA Collective.

## **Person Specification**

### **Essential:**

- Excellent communicators – both in writing and verbally.
- Excellent people skills and a willingness to develop, support and nurture young people.
- Good organisers with good attention to detail and a drive to resolve issues and solve problems.
- Confident and competent in their use of a wide range of IT.
- Experience of working closely with young people in any environment, particularly ages 16-25.
- A passion and enthusiasm for the benefits that arts and culture can have on the lives of children and young people.

### **Desirable:**

- Relevant training or qualification in working with young people.
- Experience of working within a youth organisation or on a relevant youth programme.
- Experience of working with harder to reach young people, or those with additional needs.
- Experience of delivering online and working with associated digital platforms.

- An enthusiasm for digital comms and supporting young people to use platforms effectively to get their messages across.

**Note:** the organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. All applications will be required to undertake an enhanced DBS if this is not already in place. There will also be opportunities for relevant training and development relevant to the role.

### **How to apply**

Please send a copy of your CV along with a covering letter to [enquiries@youngnorfolkarts.org](mailto:enquiries@youngnorfolkarts.org)

**Deadline for applications is Sunday 31 January 2021**, interview date will be w/c Monday 1 February (TBC) via Zoom.

### **Equal Opportunities:**

Young Norfolk Arts welcomes applications from all backgrounds and is fully committed to providing equality in the workplace and all opportunities for, and during employment, will be afforded to individuals fairly and irrespective of age, disability, gender, marital or civil partnership status, pregnancy or maternity, race, ethnic or national origins and nationality, religion or beliefs, or sexual orientation. We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff, volunteers and participants are treated with dignity and respect. A copy of our full Equal Opportunities Policy is available on request.

### **Recruitment of Ex-Offenders:**

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Young Norfolk Arts Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Young Norfolk Arts Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

### **Privacy:**

Young Norfolk Arts collects, uses, stores and protects data that is supplied to us by job applicants for the purposes of recruitment for the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection Regulation requirements. A full copy of our Privacy Policy is available on our website at [youngnorfolkarts.org.uk/privacy](http://youngnorfolkarts.org.uk/privacy)