



## Job Description

**Effective Date** September 2017

### 1. Description

**1.1 Post Title** Youth Arts Officer

**Operating Unit** Mess Up The Mess Theatre Company LTD

**Location** 46, College Street Ammanford and other locations in Ammanford and surrounding areas

### 1.2 Main Purpose of Job

To contribute to the successful delivery of the Well lawn project, including taking responsibility for delegated aspects of the project.

The post holder will be responsible for the creation, preparation and delivery of arts based workshops. They will have responsibility for co-ordinating, administering and delivering short projects and project monitoring.

### 1.3 Position in Organisation

*Name and position of immediate supervisor*

Sarah Jones, Artistic Director

### 1.4 Main Accountabilities

- Responsible for assisting Well lawn participants to organise and maintain their portfolio record of work to meet accreditation standards
- Administration of Well lawn project documentation including maintaining records of participants and updating the database.
- Responsible for preparation, delivery and supporting the evaluation of the Well lawn creative workshop programme
- Responsible for the project management and delivery of short projects

- Responsible for monitoring; including information gathering , managing data and liaising with the external evaluator
- Plan and deliver workshops and training with young people
- Responsible for the planning and delivery of the Taster Workshop programme, including researching and identifying partner youth organisations, organising workshops and liaising with organisations over progression for groups and individual participants.
- Assisting with pastoral care and sign posting to appropriate MUTM/external services and advice routes
- Liaising with a wide range of young people and professionals including local authorities, schools, freelance professionals and specialist workers.
- Supporting the marketing, recruitment and retention of course participants especially young people who may be socially excluded or otherwise disadvantaged
- Act as a positive role model for all participants of MUTM activities
- Disseminate information to line manager, colleagues and others as appropriate and in a timely manner.
- Assist in the day to day operations of Well lawn
- Plan, organise and prioritise own work on a daily, weekly or monthly basis.
- Carry out any other duties required to ensure the smooth running of the Well lawn programme

## Person Specification

### Person Specification Youth Arts Officer

<b>Person Specification Youth Arts Officer</b>				
<b>Competency</b>		<b>Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health &amp; Safety, Equalities Finance</b>	<b>Essential / Desirable</b>	<b>Method: Application (A) Interview (I) Test (T)</b>
<b>Experience</b>	1.1	Computer literate, with experience of windows applications, using internet and email	Essential	A, T
	1.2	A good standard of written and verbal communication	Essential	A, I
	1.3	Significant experience of working with young people aged 11-25	Essential	A, I
	1.4	Experience in one or more areas of the performing arts	Essential	A, I
	1.5	Organising and delivering arts based workshops	Essential	A, I
	1.6	Administering and monitoring arts based activities	Essential	A, I
	1.7	Managing service delivery and dealing with internal and external contacts including project beneficiaries	Essential	A, I
	1.8	Co-ordinating or managing small projects, including responsibility for planning work and budget management	Essential	A, I
	1.9	Promoting activities to young people, including those who may be hard to reach or who may not engage with mainstream services.	Essential	A, I
	1.10	Experience of working effectively with partners including local authorities, third sector, youth and arts organisations	Essential	A, I
<b>Knowledge</b>	2.1	Knowledge, interest in at least one area of youth arts and culture	Essential	A, I
<b>Skills / Abilities</b>	3.1	Good listening and communication skills.	Essential	A, I
	3.2	Ability to work with young people 11-25 regardless of ethnicity, gender, sexuality or social and economic backgrounds.	Essential	A,I

	3.3	Ability to lead activities and projects and mentor / support others to deliver activities / projects	Essential	A, I
	3.4	Ability to demonstrate a high level of self-motivation, initiative, enthusiasm and commitment	Essential	A, I
	3.5	Reliable, able to demonstrate good timekeeping and to present a structured and organised approach to detailed working.	Essential	A, I
	3.6	Able to work flexible hours including evenings and weekends	Essential	A, I
	3.7	Ability to Speak Welsh to a high standard or willingness to learn	Desirable	A
	3.8	Enthusiastic about young people with a real interest in their future and desire to help and support them	Essential	A, I
	3.9	Ability to work closely and confidently with individuals and organisations	Essential	A, I
	3.10	Flexible and adaptable	Essential	A, I
	3.11	Ability to take direction as part of the staff team	Essential	A, I
	3.12	Ability to help young people assess their needs and interests and join appropriate activities	Essential	A, I
	3.13	Demonstrable ability to work on own and as part of a team	Essential	A, I
<b>Qualifications</b>	4.1	Degree or equivalent in the arts	Essential	A, I
	4.2	Commitment to continuous professional development and willingness to undertake any training as may be required.	Essential	A, I
	4.3	Full driving licence	Essential	A, I

## The Advertisement

### Temporary Youth Arts Officer (Maternity Cover)

Full Time, 37 hours per week

Fixed Term contract to June 2019 or return of the postholder

£23,120.23 per annum

#### Temporary Youth Arts Officer

Are you passionate about youth arts and drama and engaging young people from diverse backgrounds? Are you committed to making sure all young people are able to participate regardless of the particular barriers they may face?

We're looking for an experienced youth arts professional to play a key role in our Well lawn programme while our Youth Arts Officer takes maternity leave.

Well lawn is a 3 year project, funded by the Big Lottery Fund, which uses drama and arts activities to support the wellbeing of young people. Well lawn takes a holistic view of wellbeing, looking at factors including environment and community as well as physical and emotional wellbeing. Working with our regular groups in Ammanford and Brynaman, and with disadvantaged young people from across South Wales, you'll need lots of enthusiasm and initiative to fulfil the 2 aspects of the role:

- Delivery – creating and delivering drama and creative wellbeing activities to young people
- Project Management and Co-Ordination – identifying potential youth groups who could benefit from the project and planning, organising and arranging programmes of creative wellbeing activities with them.

For further information, download an application pack from the website:

<http://www.messupthemess.co.uk>, email [info@messupthemess.co.uk](mailto:info@messupthemess.co.uk), or call **01269 591 167**.

Applicants must respond with an application form that clearly states how you meet the post's person specification. CVs will not be accepted.

**Closing date: Monday 2nd July 2018, 10.00 am**

Selection Day: **Thursday 19th July 2018**

This post has been funded by Big Lottery Fund.

**Please note that this post is exempt from the Rehabilitation of Offenders Act and an enhanced DBS disclosure, including a check against the Children's barred list, will be made before the successful candidate can be confirmed in post.**



**ARIENNIR GAN Y  
LOTERI GENEDLAETHOL  
NATIONAL  
LOTTERY FUNDED**



## Yr Hysbyseb

### **Swyddog Celfyddydau Ieuenctid Dros Dro (Cyfnod Mamolaeth)**

Llawn-amser, 37 awr yr wythnos  
Contract Cyfnod Penodol hyd nes mis Mehefin 2019  
neu hyd nes i ddeiliad y swydd ddychwelyd  
£23,120.23 y flwyddyn

#### **Swyddog Celfyddydau Ieuenctid Dros Dro**

Wyt ti'n teimlo i'r byw ynghylch celfyddydau ieuenctid a drama ac ymgysylltu â phobl ifanc o amrywiol gefndiroedd? Wyt ti wedi ymrwmo i sicrhau bod pob unigolyn ifanc yn gallu cymryd rhan, waeth pa rwystrau mae'n eu hwynebu?

Rydyn ni'n chwilio am weithiwr proffesiynol, profiadol, ym maes celfyddydau ieuenctid i chwarae rhan allweddol yn ein rhaglen Well lawn tra bod ein Swyddog Celfyddydau Ieuenctid i ffwrdd ar gyfnod mamolaeth.

Prosiect 3 blynedd a ariennir gan y Gronfa Loteri Fawr yw Well lawn, ac mae'n defnyddio gweithgareddau drama a'r celfyddydau i gefnogi llesiant pobl ifanc. Mae Well lawn yn edrych ar lesiant mewn ffordd holistaidd, gan edrych ar ffactorau sy'n cynnwys yr amgylchedd a'r gymuned yn ogystal â lles corfforol a emosiynol. Byddi di'n gweithio gyda'n grwpiau rheolaidd yn Rhydaman a Brynman, a gyda phobl ifanc dan anfantais o bob rhan o Dde Cymru, a bydd arnat angen digonedd o frwdfrydedd a mentergarwch i gyflawni'r 2 elfen sy'n gysylltiedig â'r rôl:

- Cyflwyno – creu a chyflwyno gweithgareddau llesiant creadigol a drama ar gyfer pobl ifanc
- Rheoli a Chydlynu'r Prosiect – adnabod grwpiau ieuenctid posibl a allai elwa o'r prosiect a chynllunio a threfnu rhaglenni o weithgareddau llesiant creadigol gyda nhw.

Am wybodaeth bellach, lawrlwytha becyn cais oddi ar y wefan:

<http://www.messupthemess.co.uk>, e-bostia [info@messupthemess.co.uk](mailto:info@messupthemess.co.uk), neu ffonia **01269 591 167**.

Rhaid i ymgeiswyr ymateb gyda ffurflen gais sy'n nodi'n glir sut y maent yn bodloni disgrifiad person y swydd. Ni dderbynnir CVs.

**Dyddiad cau: Dydd Llun 2 Gorffennaf 2018, 10.00yb**

Diwrnod Dethol: **Dydd Iau 19 Gorffennaf 2018**

Ariennir y swydd hon gan y Gronfa Loteri Fawr.

**Sylwer bod y swydd hon wedi'i heithrio rhag y Ddeddf Adsefydlu Troseddwyr ac y byddwn yn gofyn am ddatgeliad uwch gan y Gwasanaeth Datgelu a Gwahardd, gan gynnwys gwirio yn erbyn y rhestr o bobl sydd wedi'u gwahardd rhag gweithio gyda phlant, cyn cadarnhau'r ymgeisydd llwyddiannus yn y swydd.**



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