



Mess Up The Mess Theatre Company LTD.

46 College Street, Ammanford, Carmarthenshire, SA18 3AF

Cwmni Theatr Mess Up The Mess Cyf

46 Stryd y Coleg, Rhydaman, Sir Gar, SA18 3AF

www.messupthemess.co.uk

info@messupthemess.co.uk

07966 294188

01269 591167

Dear Applicant

Thank you for your interest in working with Mess Up The Mess. Included with this letter you will find the Job Description, Person Specification and a copy of the advertisement. Please read these carefully before completing your application.

Please note applications can only be accepted on our Application Form, which can be downloaded from:

<https://messupthemess.co.uk>

If you are unable to do this, or require any of the application materials in other formats please contact us via email at: work@messupthemess.co.uk or text us on: **07451 270720**. Please note we may not be able to answer our phones or access our voicemail very often at this time.

Because of the Coronavirus emergency, our application process is a little different to usual. When you have completed your application form, please submit it by uploading it to:

<https://recruit.cymunedmessup.cymru>

We will then shortlist candidates for an initial interview via Zoom. Welsh Government Regulations permitting, following the initial interviews we hope to hold an outdoor face to face workshop. Candidates will be asked to prepare and facilitate a short Covid safe workshop for young people.

Application Timeframe:

Deadline for application forms	Monday 22 nd March 2021, 12 noon
Initial Interviews via Zoom	Monday 12 th April 2021
Covid Safe Workshop with Young People	24 th April to 1 st May (on a weekend)

If you have any questions, or would like to speak to someone about this role, please email us at: work@messupthemess.co.uk or text us on: 07451 270720, and we will attempt to set up a call.

We look forward to your application.





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Annwyl Ymgeisydd,

Diolch am ddangos diddordeb mewn gweithio gyda *Mess Up The Mess*. Gyda'r llythyr hwn, mae yna Swydd-ddisgrifiad, Manyleb Person a chopi o'r hysbyseb. Cofia ddarllen y rhain yn ofalus cyn llenwi dy ffurflen gais.

Sylwer y gallwn dderbyn ceisiadau sy'n defnyddio ein Ffurflen Gais yn unig, ac mae modd lawrlwytho'r ffurflen gais oddi ar:

<https://messupthemess.co.uk>

Os nad wyt ti'n gallu gwneud hynny, neu os oes arnat angen y deunyddiau cais mewn fformatau eraill, cysyllta â ni trwy e-bostio: work@messupthemess.co.uk neu anfona neges destun atom at: **07451 270720**. Cofia, efallai na fyddwn yn gallu ateb y ffôn na gwranddo ar ein negeseuon llais yn aml iawn yn ystod y cyfnod hwn.

Oherwydd argyfwng y Coronafeirws mae ein proses ymgeisio ychydig yn wahanol i'r arfer. Wedi i ti lenwi dy ffurflen gais, anfona'r ffurflen atom trwy ei lanlwytho i:

<https://recruit.cymunedmessup.cymru>

Yna byddwn yn tynnu rhestr fer o ymgeiswyr i gael cyfweiliad cychwynnol trwy Zoom. Os bydd Rheoliadau Llywodraeth Cymru yn caniatáu, yn dilyn y cyfweiliadau cychwynnol gobeithiwn gynnal gweithdy wyneb-yn-wyneb yn yr awyr agored. Byddwn yn gofyn i ymgeiswyr baratoi a hwyluso gweithdy byr sy'n ddiogel o ran Covid, i bobl ifanc.

Amserlen Ymgeisio:

Dyddiad car ar gyfer derbyn ffurflenni cais
Cyfweiliadau Cychwynnol trwy Zoom
Gweithdy Covid-ddiogel gyda Phobl Ifanc

Dydd Llun 22 Mawrth 2021, 12 hanner dydd
Dydd Llun 12 Ebrill 2021
Rhng 24 Ebrill a 1 Mai (ar benwythnos)

Os oes unrhyw gwestiynau gennyf, neu os hoffet ti siarad â rhywun am y rôl hon, e-bostia ni ar: work@messupthemess.co.uk neu anfona neges destun atom at: 07451 270720, a byddwn yn ceisio trefnu galwad.

Edrychwn ymlaen at dderbyn dy gais.





Job Description

Effective Date February 2021

1. Description

1.1 Post Title Youth Arts Inclusion Worker

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 assist in the delivery of the Well Inc programme and in particular to support the engagement and participation of individual disadvantaged young people re: recruitment, retention, personal development plans, and portfolios.

The post holder will be responsible for the preparation and delivery of arts based workshops, promotion of the programme to disadvantaged young people, supporting their continued engagement with the project and ensuring children and young people are able to gain maximum benefit and realise their potential.

1.3 Position in Organisation

Name and position of immediate supervisor

Sarah Jones, Artistic Director

1.4 Main Accountabilities

- Responsible for assisting with the preparation and delivery of the creative workshop programme
- Run weekly 1-1 / drop-in support sessions for disadvantaged children and young people
- Work 1-1 with participants, encouraging them to reflect on their achievements, set and achieve realistic goals
- Working with the Artistic Director, develop and implement a taster and outreach programme targeting the hardest to reach

- Consider the specific needs (including medical, psychological and social needs) of young people and ensure that all can participate fully in the workshop programme
- Assist in the administration of project documentation including maintaining records of beneficiaries and activities and updating the database.
- Providing 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, third sector organisations, professionals and specialist workers.
- Marketing, recruitment and retention of course participants especially focusing on one to one work to involve socially excluded young people
- 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.
- 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 Inc programme
- Enable and support the development of young people

Person Specification

Person Specification YOUTH ARTS INCLUSION WORKER

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance	Essential / Desirable	Method: Application (A) Interview (I) Test (T)
Experience	1.1	Computer literate, with experience of Windows applications, using internet and email	Essential	A, I
	1.2	A good standard of written and verbal communication	Essential	A, I
	1.3	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 performing arts based workshops	Essential	A, I
	1.6	Managing service delivery and dealing with internal and external contacts including project beneficiaries	Essential	A, I
	1.7	Experience of supporting young people experiencing a range of barriers to participation	Essential	A,I
	1.8	Experience of working inclusively with people with physical or learning disabilities	Desirable	A,I
	1.9	Experience of running youth arts workshops online via Zoom or equivalent.	Desirable	A, I
Knowledge	2.1	Knowledge, interest in at least one area of youth arts and culture	Essential	A, I
Skills / Abilities	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, disability or social and economic backgrounds.	Essential	A,I
	3.3	Ability to demonstrate a high level of self-motivation, initiative, enthusiasm and commitment	Essential	A,I

	3.4	Reliable, able to demonstrate good timekeeping and to present a structured and organised approach to detailed working.	Essential	A, I
	3.5	Able to work flexible hours including evenings and weekends	Essential	A, I
	3.6	Ability to Speak Welsh to a high standard or willingness to learn	Desirable	A
	3.7	Enthusiastic about young people with a real interest in their future and desire to help and support them	Essential	A, I
	3.8	Ability to work closely and confidently with individuals and organisations	Essential	A, I
	3.9	Flexible and adaptable	Essential	A, I
	3.10	Ability to take direction as part of the staff team	Essential	A, I
	3.11	Ability to help young people assess their needs and interests and join appropriate activities	Essential	A, I
	3.12	Demonstrable ability to work on own and as part of a team	Essential	A, I
	3.13	Ability to work online from home, and, when Coronavirus Regulations allow, from Ammanford based office, indoor and outdoor community venues in Carmarthenshire and Neath Port Talbot.	Essential	A,I
Qualifications	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

Yr Hysbyseb

Gweithiwr Cynhwysiant Celfyddydau Ieuenctid
Rhan-amser Dros Dro
(0.6 cyfwerth ag amser llawn, 22.2 awr yr wythnos)
Cyfnod sefydlog nes 31 Awst 2022
£22,300.00 y flwyddyn *pro rata*
(£13,380.00 y flwyddyn mewn gwirionedd)

Gweithiwr Cynhwysiant Celfyddydau Ieuenctid

Wyt ti'n danbaid dros gelfyddydau ieuenctid a drama ac ymgysylltu â phobl ifanc o gefndiroedd amrywiol? Wyt ti wedi ymrwmo i sicrhau bod pob unigolyn ifanc yn gallu cymryd rhan waeth pa rwystrau penodol y mae'n eu hwynebu?

Mae *Mess Up The Mess* wedi bod yn gweithio gyda'r bobl ifanc anoddaf eu cyrraedd yn ein cymunedau er 2007. Ein huchelgais yw i'n gwaith fod am 'Feithrin dychymyg, Perfformiadau beiddgar a Newid bywydau'.

Mae'r Gweithiwr Cynhwysiant Celfyddydau Ieuenctid yn gyfrifol am estyn allan at bobl ifanc sydd dan anfantais a'u galluogi i gymryd rhan yng ngweithgareddau *Mess Up The Mess*, cyd-hwyluso'r gwaith o gyflwyno gweithdai celfyddydau ieuenctid sy'n seiliedig ar ddrama a chefnogi datblygiad ehangach pobl ifanc.

Rydym yn chwilio am weithiwr celfyddydau ieuenctid proffesiynol profiadol sydd â'r brwdfrydedd a'r sgiliau ymarferol i'n helpu i ddod â'r weledigaeth hon at fwy eto o bobl ifanc sy'n anodd eu cyrraedd ac yn hawdd eu hanwybyddu.

Ar hyn o bryd, mae ein gweithgarwch yn digwydd ar-lein, ond byddwn yn symud yn ôl at weithredu wyneb-yn-wyneb unwaith y bydd y Rheoliadau yn caniatáu i ni wneud hynny.

Os hoffet ti ymgeisio, rhaid i ti ymateb trwy lenwi ffurflen gais sy'n nodi'n glir sut yr wyt yn bodloni'r fanyleb person ar gyfer y swydd. Ni dderbynnir CVs.

Sylwer y bydd gofyn cael Datgeliad Manylach gyda gwiriad yn erbyn y rhestr o bobl sydd wedi eu gwahardd, gyda'r Gwasanaeth Datgelu a Gwahardd, ar gyfer yr ymgeisydd llwyddiannus.

Lawrlwytha'r pecyn cais oddi ar y wefan: <http://www.messupthemess.co.uk>. Mae fformatau eraill ar gael ar gais hefyd, oddi wrth work@messupthemess.co.uk.

Y dyddiad cau ar gyfer derbyn ceisiadau: **22 Mawrth 2021 am 12.00 hanner dydd.**

Dyddiad y cyfweiliad: Cynhelir y cyfweiliadau cychwynnol trwy Zoom ar **Dydd Llun 12 Ebrill**. Gofynnir hefyd i ymgeiswyr gynnal gweithgaredd gweithdy byr wyneb-yn-wyneb ar benwythnos rhwng 24 Ebrill a 1 Mai, os bydd Rheoliadau'r Coronafeirws yn caniatáu.

Bydd yr ymgeiswyr sy'n cael gwahoddiad i gyfweiliad yn cael gwybod trwy e-bost. Os nad wyt ti wedi clywed gennym o fewn 4 wythnos i'r dyddiad cau, dylet dderbyn nad yw dy gais wedi bod yn llwyddiannus.

Ariannwyd y swydd hon gan BBC Plant Mewn Angen.



The Advertisement

Part Time Temporary Youth Arts Inclusion Worker
(0.6ft equivalent, 22.2 hrs per week)
Fixed term to August 31st 2022
£22,300.00 pa pro rata
(£13,380.00 pa actual)

Youth Arts Inclusion Worker

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?

Mess Up The Mess have been working with the hardest to reach young people in our communities since 2007. We aspire for our work to be about 'Nurturing imaginations, Daring performance and Changing lives'.

The Youth Arts Inclusion Worker is responsible for reaching out to disadvantaged young people and enabling them to take part in Mess Up The Mess activities, co-facilitating the delivery of drama based youth arts workshops and supporting young people's wider development.

We're looking for an experienced youth arts professional with the enthusiasm and practical skills to help us bring this vision to even more hard to reach and easy to ignore young people.

Activities are currently online, but will move back to face to face delivery as soon as Regulations allow.

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

Please note the successful candidate will need to undertake an Enhanced Disclosure with Barred List check with the Disclosure and Barring Service.

Download an application pack from the website: <http://www.messupthemess.co.uk>.
Alternative formats are available on request from work@messupthemess.co.uk.

Closing date for applications: **22nd March 2021 at 12.00 noon.**

Interview date: Initial interviews will be via Zoom on **Monday 12th April**. Candidates will also be asked to deliver a short face to face workshop activity on a weekend between 24th April and 1st May, Coronavirus Regulations permitting.

Candidates invited for interview will be notified by email. If you have not heard from us within 4 weeks of the closing date please assume your application has been unsuccessful.

This post has been funded by BBC Children in Need.

