

**Creative Programme Coordinator**

**Based in Nottingham in the City Centre, with travel throughout Nottinghamshire**

**£25,000 - £27,000 pa, depending on experience**

**37.5 hours, including weekends and evenings**

**Do you possess a background working in community arts, digital arts, music and digital media?**

Want to lead the way for a more connected youth community by developing programmes for young people that promote their healthy living in one of the oldest and fastest growing youth charities in the country? In our 150th year, the Nottinghamshire YMCA are looking for a passionate, enthusiastic individual with the knowledge and skills to deliver and develop engaging YMCA Creative Youth programmes and other projects.

You will be responsible for providing a programme of activities focussing around digital and performing arts that is designed to meeting the needs of young people in the local community. Your track record of coordinating staff and volunteers coupled with your desire to roll up your sleeves and be involved in day to day activities will allow you to excel in this role.

The role will suit someone who is both people centred and empathetic. You will need experience of managing project budgets and monitoring projects, and your communication skills will allow you to develop collaborative relationships with a variety of stake holders in order to promote and build upon the youth department’s work.

Our ideal candidate will have a youth work qualification, to at least level 3, as well as extensive experience or a recognised qualification in project management. We pride ourselves on providing a safe and engaging learning environment so an excellent understanding of safeguarding procedures and policies will be invaluable.

Working with young people can be unpredictable so we are looking for an organised individual to project manage and report on our many programmes and outlets of delivery. You will have strong communication skills and a high level of IT competency.

For further details of how to apply for this post please visit our website www.nottsymca.com/jobs or email hr@nottsymca.org or call the Recruitment Line on 07467 818599.

**Please note we are unable to accept CV’s unless accompanied by a completed application form.**

**Closing Date: Friday 10 September 2021, 9am.**

**Interview Date:   TBC**

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*