

# Job Description

## Casual Creative Leader

**Job Title:** Casual Creative Leader

**Department:** Children, Youth and Families

**Responsible to:** Assistant Operations Manager - Youth

**Location:** Various locations within Nottinghamshire

**Hours:** Casual Contract (as and when required)

**Salary:** £15ph

### Job Purpose

- To deliver YMCA creative programmes within their specialist area (**Drama and Theatre, Music, Dance, Arts and Crafts or Game Design**) through activities that engage young people in the local community.
- To support the development of an organisational culture that puts our Christian Core Values- Caring, Honesty, Respect and Responsibility - at the centre of all we do.
- To deliver YMCA creative programmes within their specialist area (**Drama and Theatre, Music, Dance, Arts and Crafts or Game Design**) through activities that engage young people in the local community.
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### Principal Responsibilities

#### 1 Service Delivery

- 1.1 To provide inclusive arts activities that are appropriate to the participants needs and capabilities, progressive, and contribute to the development of their creative competence.
- 1.2 Use a variety of strategies to maximise engagement.
- 1.3 Encourage young people to develop self-esteem and to value moral character, integrity and respect for others.
- 1.4 Ensure the safety and security of the young people engaged in the programme.
- 1.5 Ensure equality and inclusion in all aspects of the programme.
- 1.6 Have proven experience of delivering sustained creative projects, workshops and activities with children.



1.7 To support the Creative Programmes team with covering additional sessions where required.

## **2 Administration/Monitoring and Evaluation**

2.1 Monitor and evaluate attendance and activities associated with the project on a regular and predetermined basis and prepare reports as required.

2.2 Keep detailed records tracking the development of each participant

## **3 Planning and Development**

3.1 Plan, prepare, develop and deliver a community arts and digital media programme of activities to meet the needs of the local community that follows YMCA best practice, policies and mission.

3.2 Develop strong community relations between Nottinghamshire YMCA and the local community, including liaising with parents/carers, schools and other collaborative partners.

3.3 Establish and maintain links and good working relationships with relevant external bodies.

3.4 Attend meetings connected with the post.

3.5 Plan, organise and facilitate supervision meetings with the line manager/supervisor.

3.6 To contribute to and willingness to develop professional skills by attending CPD (Continuing Personal Development) courses.

3.7 Share examples of best practice through a periodic blog.

## **Responsibilities of all YMCA staff, casual workers and managers**

### **1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

### **2 Other duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

### **3 Discretion to act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management



Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

**4 Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association's Health and Safety policies.

**Line Management Responsibility:**

Not applicable.



**PERSON SPECIFICATION**

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience & Knowledge	1.1 Experience of working with young people from diverse backgrounds	A,I
	1.2 Have proven experience of successfully running sustained creative projects, workshops and activities with children.	A,I
	1.3 Experience of developing programmes for young people promoting their healthy development	A,I
	1.4 Professional experience in one or more of the following specialist areas of delivery:  Music  Drama and Theatre  Dance  Arts & Crafts  Game Design	A,I
	1.5 Experience of working with young people who have behavioural issues	A,I
	1.6 Understanding of Safeguarding issues.	I
Education/ Training / Qualifications	2.1 Training / qualifications relevant to youth work and community arts and digital media/music	A, D
	2.2 A solid foundation in basic education, literacy and numeracy	A
Skills & Abilities	3.1 Ability to demonstrate an empathetic and person centred approach	I



	3.2 Ability to represent Nottinghamshire YMCA with external organisations	I
	3.3 Ability to work with minimal supervision and use initiative	A,I
	3.4 Ability to multi task using effective organisation and planning skills	A,I
	3.5 Ability to work with discretion and integrity and deal with sensitive information confidentially	A,I
	3.6 Ability to demonstrate confident written and verbal communication skills	A,I
Other work related requirements	4.1 Ability to work flexibly to meet the needs of the young people including evenings and weekends	A,I
	4.2 Ability to set appropriate boundaries between yourself and the young people	A,I
	4.3 Ability to support the Christian core values of the Association	A,I
	4.4 Willingness to undergo a satisfactory enhanced DBS check	D
	4.5 Understanding of the needs of people from diverse backgrounds	A, I
	4.6 Access to an appropriately insured and taxed vehicle and able to travel to sessions in own vehicle	A,I

\*When Assessed – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

YMCA Robin Hood Group is committed to promoting diversity and practicing equality of opportunity

YMCA Robin Hood Group is committed to the protection of children and adults at risk

