**Young People and Schools Manager**

**Job title: Young People and Schools Manager (job share)**

**Responsible to: Community Programme Manager**

**Location: Grand Junction, St Mary Magdalene’s Church, London W2 5TF**

**Hours: 2.5 days (17.5 hours per week) as part of a job share**

**Salary: £31,000 per annum (pro rata)**

**Duration: 2.5 year fixed term contract (with possibility of extension)**

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**Background**

**About Paddington Development Trust**

PDT was formed in 1998 by local residents who remain at the heart of everything we do. Our mission is to bring people together and support them to take charge of their own individual and shared futures.

We do this through volunteering projects, supporting people into employment, self-employment and training and through projects that enhance the built environment and provide additional facilities for local people.

Further information at: [www.pdt.org.uk](http://www.pdt.org.uk)

**About Grand Junction at St Mary Magdalene’s**

Ten minutes’ walk from Paddington Station, beside the Grand Union Canal, St Mary Magdalene Church is one of the finest neo-Gothic churches in the country. Managed by Paddington Development Trust, the Grand Junction project sees the church opened up to all as a venue with a lively community and arts programme.

Grade 1 Listed, it was built in the 1860s and 70s by the great Victorian architect G E Street, who orchestrated the very best artists and craftsmen of the day to produce a masterwork combining architecture, sculpture, stained glass, and arguably the most remarkable painted ceiling in an English parish church. From the mid-20th century the church fell into disrepair. It has now been lovingly restored and a beautiful new building has been added alongside, designed by Dow Jones Architects, which provides a café, learning studio and visitor facilities.

We are open as a venue running courses for adults, after-school clubs for young people, family workshops, and a rapidly growing arts and music programme. The church is open regularly for visitors, allowing enjoyment of its astonishing architecture by a much wider audience. At the heart of Grand Junction is the idea of bringing together different communities, bridging some of the parallel worlds of 21st century London.

Westbourne Ward in North Westminster is one of the most deprived in London and our project is committed to working with local people to create a leading arts and cultural space that will be a point of pride for the community. We have ambitious plans over the next few years for both our community and arts programme, which will eventually attract both a wider, as well as local, audience.

It will be an exciting time to work with us as we embed a programme of activities and events running across the church spaces and new building.

Further information at: [www.grandjunction.org.uk](http://www.grandjunction.org.uk)

**About this role as a job share**

This position is offered as a job share, to join the current Young People and Schools Manager in delivering the Young People and Schools programme at Grand Junction. Both Young People and Schools Managers will have joint responsibility for the project management, workshop delivery and overall strategy of the programme. The job shares will work together, along with the Community Programme Manager, to agree responsibility for programme elements and strategic development between the two workers. Time will be allocated each week for the two Young People and Schools Managers to check-in and ensure both have an overview of the whole project.

**Job description**

*This job description provides an overview of the work, it is not intended to be exhaustive. Employees may be required to undertake additional tasks not listed below, in so far as they are competent to do so. A positive and flexible approach and a willingness to meet new challenges are of paramount importance.*

**Purpose of Job**

The Young Person and Schools Manager will work with young people, families, schools and partner organisations to oversee Grand Junction’s programme of creative activities for these groups. They will do this as a job share arrangement, in partnership with the other Young People and Schools Manager.

To coordinate the development and delivery of a programme of arts-based activities (in conjunction with the job share), which are responsive to the historic building, as well as the heritage of the local area.

**Project Delivery**

1. To develop, alongside the Programme Manager, and in conjunction with the job share, creative programmes of activity for young people, schools, and families which inspire them using the heritage of the St Mary Magdalene’s building and Paddington’s history as starting points for learning.
2. To manage the planning and delivery of the programme, in conjunction with the job share; including working with facilities staff to ensure that spaces are ready for the delivery of activity, and resources are prepared and in place.
3. Managing freelance artists and facilitators, including booking freelancers to deliver sessions and facilitating planning sessions to take place. Developing a strong pool of facilitators who can deliver high quality projects.
4. Building, managing and maintaining strong relationships with local schools, including understanding and incorporating into the programme planning their curriculum and other learning needs.
5. To manage and supervise our schools’ work experience programme, in conjunction with the job share.
6. Consulting with young people about the kind of activity they would like, including the recruitment for and management of, a young people’s advisory panel.
7. To develop new partnerships with arts organisations and artists to provide an inspiring and unique programme of activities for young people.
8. To support young people in programming, producing and delivering their own events and festivals in the space.
9. To work with our external partners, and other teams within Paddington Development Trust, to deliver an engaging and appropriate programme of work for local families, including Early Years provision.
10. To remain up to date with best practice and current trends in the sector for creative work with young people, schools and families.
11. Work in partnership with other Grand Junction and PDT projects, to ensure shared learning and consistent quality across the venue and the organisation.
12. Ensure that the programme is delivered in line with PDT policies, including child safeguarding, health and safety, data protection and equality and diversity.
13. To promote Grand Junction’s work with young people, schools and families through a range of social media platforms, the newsletter, and the Grand Junction website.

**Working with young people and families**

1. In conjunction with the job share, to supervise the day to day running of the young people’s, schools and families’ sessions at Grand Junction, including working with artists and facilitators to improve their practice and achieve excellence in the standard of the sessions delivered.
2. To facilitate some strands of the programme, including elements of the weekly after-school sessions and supporting in the school’s workshops.
3. To engage young people and families from a diverse range of backgrounds, including delivering outreach sessions in the community and supporting promotional and marketing activities.
4. To identify where individual young people and families require additional support, and work with them to overcome the barriers to their personal, social, and educational progression. To signpost to other services where appropriate.
5. Be the first point of contact for any safeguarding or child protection issues and concerns, escalating concerns to the designated Safeguarding Lead/Grand Junction Management.

**Monitoring, Reporting and Budgets**

1. To support the Programme Manager to manage the programme budget, in conjunction with the job share.
2. To support the monitoring and evaluation of Grand Junction’s work through accurate record keeping, in conjunction with the job share. To develop appropriate evaluation and monitoring material in partnership with the Programme Manager, ensuring that evaluation is understood and collected by freelancers.
3. Supporting the Programme Manager in the preparation of funding applications, monitoring reports for funders, and ensure that internal databases are kept up to date.

**General**

1. To share responsibility with the rest of the team for promoting and advocating for the project and its vision and values.
2. To be responsible for opening and closing of the building when necessary, including support with the delivery of the wider events programme at Grand Junction.
3. Be willing to work occasional evenings and weekends.
4. To participate in Grand Junction and PDT’s staff development process and undertake training as agreed.
5. To perform other duties as requested by your line manager.

**Person Specification**

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| **Requirements** | **Criteria** | **Desirable** | **Essential** |
| 1. **Education/**   **Qualifications/**  **Training** | Have at least two years’ experience working within a Creative Learning, or Youth Work setting. Be educated to degree level, *or* hold (or be working towards) a qualification in Youth Work. |  | **x** |
| 1. **Skills** |  |  |  |
|  | The ability to plan and prioritise a varied workload, often with tight deadlines. Highly organised. |  | **x** |
|  | Able to work well both as part of a team and independently with limited supervision. |  | **x** |
|  | Ability to network with and build strong relationships with people from different backgrounds, showing empathy and building trust, whilst maintaining clear boundaries. |  | **x** |
|  | Committed to achieving high standards in the work done with young people, schools and families, and highly motivated to improve the outlook for local people and empower communities. |  | **x** |
|  | A ‘can-do’ attitude, with a flexible and positive approach to work. |  | **x** |
|  | Ability to problem solve and display agile thinking in a fast paced and changing environment. |  | **x** |
|  | Excellent written and verbal communication skills, with the ability to tailor content and style to suit different audiences. |  | **x** |
|  | Strong working knowledge of a variety of IT packages (Word, Excel, Outlook) |  | **x** |
|  | Basic knowledge of designing leaflets and posters through an online tool or design package. | **x** |  |
| 1. **Experience** |  |  |  |
|  | Experience of developing and project managing programmes of work for young people across a variety of settings, and for a number of different types of intervention. |  | **x** |
|  | Experience of facilitating creative projects or workshops with young people (ideally in schools and out of school and with a range of ages), and delivering in an engaging, accessible and inspiring manner. Experience managing a complex range of needs and behaviour during sessions. |  | **x** |
|  | Experience developing programmes for community groups, including family learning experiences, and sessions for under-5s. | **x** |  |
|  | Experience of either working within schools or substantial experience of liaising with schools as an external organisation. |  | **x** |
|  | Experience of working with partner organisations to co-design creative programmes of activity for young people, schools and families. | **x** |  |
|  | Strong working knowledge of what makes an excellent facilitator and the ability to support artist-facilitators in the planning and evaluation of projects. |  | **x** |
|  | Experience of managing small teams. | **x** |  |
|  | Knowledge of the arts, museums, or heritage sectors, and how the arts can be used to inspire and engage young people and families. | **x** |  |
|  | Experience and understanding of the potential barriers to engaging diverse and deprived inner-city communities and strategies to overcome them. |  | **x** |
|  | Experience of promoting projects and opportunities to young people, and delivering outreach sessions. | **x** |  |
|  | Experience of managing social media accounts in a work context, and how these platforms can best be used to reach young people and community audiences. | **x** |  |
|  | Knowledge and understanding of safeguarding requirements and experience dealing with safeguarding issues. Understanding of data protection and health and safety requirements. | **x** |  |
|  | Experience managing small budgets. | **x** |  |

**Equality and Diversity**

PDT is committed to the provision, on a fair and equitable basis, of all our services and all areas of our operations.

PDT recognises that discrimination exists and that there is a strong link between discrimination, poverty and lack of opportunity. It is PDT’s committed aim to enable access to existing and emerging opportunities and to empower all people living in Paddington and to others we work with, particularly those communities and people who have been excluded from mainstream services.

PDT will not discriminate on the grounds of race, ethnic origin, nationality, religion, culture, gender, sexual orientation, disability, HIV status, age or against ex-offenders.

**Further information**

The closing date for this post is **12pm on Monday 20th November 2019**. To apply please complete the attached application form and equality and diversity form to [lucy@pdt.org.uk](mailto:lucy@pdt.org.uk). **Please note that CVs will not be accepted.**

If shortlisted interviews will be held on **26th November**.

If you have any questions about the role or require special arrangements to be made to enable your application due to disability please contact Lucy Foster on [lucy@pdt.org.uk](mailto:lucy@pdt.org.uk) or 07958 542914.