

Grand Junction at Mary Magdalene's Church

Job title:	Young People and Families Manager (Maternity Cover)
Responsible to:	Creative and Community Director
Location:	Grand Junction at St Mary Magdalene's Church, London W2 5TF
Hours:	4 days a week (28 hours per week)
Salary:	£30,000 pro rata
Annual leave:	25 days per year, pro rata
Duration:	Fixed term contract for 10 months (with possibility of extension)

Grand Junction at St Mary Magdalene's is a venue for community, arts and culture based at St Mary Magdalene Church, run by Paddington Development Trust (a non-religious organisation).

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. Paddington Development Trust is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time. The Job Description is not intended to be inflexible or a finite list of tasks and maybe varied from time to time after consultation/discussion with the post holder.

Purpose of Job

The Young People and Families Manager will work with children, young people, families, schools and partner organisations to oversee Grand Junction's programme of creative activities for these groups.

To coordinate the development and delivery of a programme of arts-based activities at Grand Junction, W2.

Project Delivery

- To deliver and manage the creative programmes of activity for children, young people, schools, and families which inspire, engage and educate.
- To manage the planning and delivery of the programme, including working with facilities staff to ensure that spaces are ready for the delivery of activity, resources are prepared and in place, funding reports on projects are completed on time,

programmes are advertised and recruited for in an inclusive way within our local community.

- Managing freelance artists and facilitators, including booking freelancers to deliver sessions and facilitating planning sessions to take place, checking their DBS status. Building on our strong pool of facilitators who can deliver high quality projects.
- Building, managing and maintaining strong relationships with local schools.
- To manage and supervise our schools' work experience programme, in conjunction with our Volunteer and Adult Learning Manager.
- Consulting with young people about the kind of activity they would like, including the recruitment for and management of our Young Committee (3 meetings per year and sharing opportunities).
- To develop new partnerships with arts organisations and artists to provide an inspiring and unique programme of activities for young people.
- To support young people in programming, producing and delivering their own events and festivals in the space supported by facilitators.
- 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.
- To remain up to date with best practice and current trends in the sector for creative work with young people, schools and families.
- Work in partnership with other Grand Junction and PDT projects, to ensure shared learning and consistent quality across the venue and the organisation and that programmes can cross paths, where appropriate.
- Ensure that the programme is delivered in line with PDT policies, including child safeguarding, health and safety, data protection and equality and diversity.
- 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 and face to face promotion in the community.

Working with young people and families

- 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.

- To facilitate some strands of the programme.
- To engage young people and families from a diverse range of backgrounds, including delivering outreach sessions in the community and supporting with making and distributing promotional and marketing information.
- 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.
- 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 and PDT.

Monitoring, Reporting and Budgets

- To manage own budgets for all programmes and follow finance procedures to pay invoices in a timely manner.
- To support the monitoring and evaluation of Grand Junction's work through accurate record keeping across all projects. To develop appropriate evaluation and monitoring material, ensuring that evaluation is understood and completed by participants.
- Supporting the Creative and Community Director in the preparation of funding applications, monitoring reports for funders, and ensure that internal databases are kept up to date.

General

- To share responsibility with the rest of the team for promoting and advocating for Grand Junction and its vision and values.
- 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.
- Willing to work regular weekends and evenings.
- To participate in Grand Junction and PDT's staff development process and undertake training as agreed and to perform other duties as requested by your line manager.

Person Specification

Previous Experience:

- At least 3 years of experience working with young people and children in a community setting, with experience of managing projects and some facilitation 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.
- 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.
- Experience developing programmes for community groups, including youth events and sessions for under-5s.
- Experience of either working within schools or substantial experience of liaising with schools as an external organisation.
- Experience of working with partner organisations to co-design creative programmes of activity for young people, schools and families.
- Strong working knowledge of what makes an excellent facilitator and the ability to support artist-facilitators in the planning and evaluation of projects.
- Experience of managing small delivery teams.
- Knowledge of the arts, museums, or heritage sectors, and how the arts can be used to inspire and engage young people and families.
- Experience and understanding of the potential barriers to engaging diverse and deprived inner-city communities and strategies to overcome them.
- Experience of promoting projects and opportunities to young people, and delivering outreach sessions.
- 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.
- Knowledge and understanding of safeguarding requirements and experience dealing with safeguarding issues. Understanding of data protection and health and safety requirements.
- Experience managing budgets.

Knowledge & Skills

- The ability to plan and prioritise a varied workload, often with tight deadlines. Highly organised.
- Able to work well both as part of a team and independently with limited supervision.
- Ability to network with and build strong relationships with people from different backgrounds, showing empathy and building trust, whilst maintaining clear boundaries.
- Committed to achieving high standards and highly motivated to improve the outlook for local people and empower communities.
- A 'can-do' attitude, with a flexible and positive approach to work.
- Ability to problem solve and display agile thinking in a fast paced and changing environment.

- Excellent written and verbal communication skills, with the ability to tailor content and style to suit different audiences.
- Strong working knowledge of a variety of IT packages (Word, Excel, Outlook)
- Basic knowledge of designing leaflets and posters through an online tool or design package.

How to apply

The closing date for this post **Tuesday 30 August at 10am**. To apply please complete and send the attached application form and equality and diversity form to recruitment@grandjunction.org.uk putting 'Young People and Families Manager' in the title of the email.

Please note that CVs will not be accepted.

If shortlisted, interviews will be held on **Monday 5 and Tuesday 6 September 2022** at Grand Junction. Candidates must be available for at least one of these dates.

Further information

For more information on Grand Junction, please visit www.grandjunction.org.uk
If you have any questions about the role, we are happy to have a chat. Please email recruitment@grandjunction.org.uk to arrange a time (please note this will be after 22 August).

The salary is **£30,000 (pro rata)**. The post holder will report to the Creative and Community Director. Post to start early October.

If you require any special arrangements to be made to enable your application due to disability please contact recruitment@grandjunction.org.uk