

We are Hiring: Youth Programme Producer

October 2024.

This exciting role will provide a chance to build from existing programmes, as well as develop self-initiated new activities, working with local young people, and other youth organisations, to develop and expand our engaging and dynamic offering after our successful first year pilot.

Position: Youth Programme Producer (St Annes)

Responsible to: Head of Programme (St Anne's House)

Responsible for: Freelance Assistant Youth Workers and social practice artists

Salary: £27,000 pro rata [Actual £16,200]

Hours: 24 hours (3 days) per week including evenings.

Pension: 3% Nest Pension after probation period

Annual Leave: 25 days plus statutory bank holidays, pro rata

Probation Period: 3 months

Location: St Annes House, St Annes Road, St Annes, Bristol, BS4 4AB

Contract: Salaried, PAYE, Initially 12 months fixed term, with potential to extend.

Applications Open: Tuesday 22nd October

Deadline for Applications: Monday 25th November 2024

Candidates notified of shortlisting: Thursday 28th November 2024

Interviews: Wednesday 4th December 2024 - we will provide interview questions and a task ahead of this date.

Bricks & St Anne's House

Bricks is a Bristol based social enterprise that works with local communities and creative communities to programme collaborative activities and secure the spaces our communities need to thrive in the long term.

Our flagship project, St Anne's House, St Anne's House (SAH) is a creative community hub grown from the ambitions of the communities of St Anne's and the creative communities of the West of England.

At St Anne's House you will find creative and community projects, rooms to hire, youth projects, community cafe, cooperatively run gym, community sauna, play therapy, social prescribing, artist studios, coworking, artist project space, rehearsal space, wellbeing therapy rooms, ceramic studios, and much much more.

Some of this is delivered by Bricks, other parts are run by long-term tenants, others by a wide range of people, projects and communities that use our ground floor spaces flexibly.

Our aim is to build community resilience, foster connections, grow local talent, inspire creativity, and provide a space to test out new ideas.

Now with an extended lease we are in a collaborative partnership to model how St Anne's House could develop through long term community asset transfer of the building to Bricks, this will unlock the opportunity to run a capital development programme to retrofit the building and secure its future use and viability.

This is an exciting time to join Bricks; now over three years in to our time at St Anne's House, we can continue to refine our processes, raise artistic quality, plan longer in to the future and, crucially, deliver on our remit to bring high quality creative projects to the heart of communities, led by the ambition of local people.

Local communities of St Annes had long held an ambition for youth provision in this area, and we are now recruiting for an experienced youth worker and/or experienced socially-engaged artist to further develop our high quality programme of creative youth work and youth focused activities at St Anne's House. Our current youth programme includes an open access offer one day a week (in partnership with Creative Youth Network), a youth theatre project, a filmmaking for climate action project and creative holiday programmes, among other projects.

Building on the work done to date, the focus of this role will be to maintain and develop our open access youth offer one evening a week (in partnership with Creative Youth Network), curate and deliver creative holiday programmes and, crucially, continue our work with local young people to co-design and shape the programme going forward.

As a creative and community hub, we have existing partnerships with large scale theatre organisations, local film schools, and other youth charities, but wish to further build on these partnerships and expand and develop our youth programme.

ROLE

This exciting role will provide a chance to learn from existing programmes, as well as develop self-initiated new activities, working with local young people, and other youth organisations, to develop and expand our engaging and dynamic offering after our successful first year pilot.

The Youth Programme Producer will have a solid grounding as a Youth Worker and/or an experienced socially-engaged arts practice, and will be able to build on this in a producer/project management capacity to develop the youth offer at St Anne's House, in collaboration with the wider team and partner organisations.

Main purpose of the job:

- To be the main link point for young people with St Anne's House.
- To be the main link point for organisational partners on youth projects at St Anne's House.
- As a Youth Worker, to deliver an Open Access session 2 hours weekly, with a session assistant when there are over 10 group members
- To deliver bridging support/detached work in partnership with Creative Youth Network
- To co-curate and deliver our dynamic and creative Holiday programmes
- Project management
- Managing your budget and reporting on spending
- Maintain monitoring and evaluation for continuous improvement of the service and to meet funders' requirements
- Contribute to and write funding bids to support the programme.
- Liaise and work in close partnership with a range of sector colleagues, both in terms of operational delivery and developing opportunities for partnership growth and co-delivery with new partners.

1. Responsibilities Youth Work

- 1.1 Develop and deliver open access sessions at St Annes House.
- 1.2 Develop and deliver a range of positive activities using creativity as a methodology.
- 1.3 Support young people in a range of settings to ensure they reach their potential; overcome barriers and achieve their personal goals.
- 1.4 Work in a range of ways including open access and detached.
- 1.5 Work in partnership with sector colleagues and stakeholders across Bristol
- 1.6 Contribute to citywide activities and events for young people
- 1.7 Ensure young people's comments, voices and suggestions are at the heart of our provision and respond to their needs.
- 1.8 Safeguard the young people we work with at all times, following policy, procedures and due process.
- 1.9 Embed evaluation and monitoring with a commitment to continuous improvement of practice
- 1.10 Ensure that delivery and internal administrative tasks are completed in a timely and accurate manner as required by Bricks' systems and funders requirements
- 1.11 Work with the whole Bricks team in support of the organisation's wider goals

2. General Responsibilities

- 2.1 To provide a link point between Creative Youth Network and Bricks.
- 2.2 Maintain and develop new partnerships to continue to expand and enrich the youth offer at St Annes House
- 2.3 Act as a representative of the organisation in all dealings with internal and external agencies and stakeholders
- 2.4 Safeguard the welfare of children, young people and vulnerable adults, working within organisational safeguarding policies and local authority frameworks.
- 2.5 Ensure that all administration, records and files are stored and processed in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- 2.6 Deliver activities that demonstrate a diverse and culturally-sensitive approach and act within the organisation's Equality and Diversity policy and frameworks.
- 2.7 Promote equality and anti-discriminatory practices within all aspects of service delivery.

- 2.8 Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to your line manager.
- 2.9 Act in the interest of the organisation throughout all dealings with internal and external stakeholders.
- 2.10 Undertake any other duties as may be reasonably required.

This list of tasks is not exclusive and does not form part of any contract of employment. Duties may be varied from time to time, with the job description being subject to review or periodic amendments.

Person Specification:

Essential

- 3 years' experience of youth work and/or socially-engaged art practice
- A robust understanding of safeguarding and child protection legislation and practice
- Knowledge and understanding of the issues affecting young people's lives
- Ability to work collaboratively and respectfully as part of a small team
- Confident to take the initiative and work on projects independently
- The ability to communicate effectively with a wide range of people
- Commitment to continuous personal development and reflective practice
- Willingness to work flexibly to ensure service continuity
- Good experience in project management.

Desirable

- Level 3 or higher qualification in Youth Work Practice
- Experience commissioning freelancers and creatives.
- Comfortable with Google Workspace suite
- Some experience of fundraising and reporting and evaluation for funders
- Confidence managing budgets
- A local connection to St Anne's and the surrounding area, or good knowledge of local networks

Application:

Appointment to this role is subject to satisfactory references and DBS check.

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How to apply

Pre application

- Please read our job description pack here. If you require this job description in another format please contact us.
- To ask questions pre application please email hr@bricksbristol.org
- FAQ will be listed on this live document
<https://docs.google.com/document/d/1SjXVzVeJvdiXVnz-fawOMdIncVFeeg5o6x71Sze5iXA/edit?usp=sharing>

Application

Apply by email to hr@bricksbristol.org with one PDF that contains:

1. Cover letter setting out your suitability for the role and relevant experience. [Max 2 sides A4]
2. Your CV [Max 2 sides A4] **OR** You can use video/audio as part of your application in place of a cover letter, which can be up to 5 minutes long.
3. Your availability for a start date
4. The completed skills matrix:
https://docs.google.com/forms/d/e/1FAIpQLSfJLdSkL2GDoHDSrH_1JdvVXSy94Ay58YZiAkeXDIliBtMwBw/viewform?usp=sharing

Please also fill in the monitoring form:

https://docs.google.com/forms/d/e/1FAIpQLSdNzSByUose3qO8uWbJ4xY4rN60ONjS-P6PAGWEtZbFh6SnjA/viewform?usp=sf_link

[This is anonymous and kept separate from your application]

Bricks strives to promote equality and diversity at all levels of our team. We are committed to equality of opportunity, to being fair and inclusive in our ways of working, and to being a place

where all belong. We therefore particularly encourage applications from you if you are from a background that is underrepresented in the sector, for example if you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), you did not go to University or had free school meals as a child.

We believe our work will be stronger with greater diversity and want to welcome the whole person to work. Our staff are not appointed to represent specific groups or organisations, but to represent themselves and their own experiences and perspectives.

We welcome feedback on how we can improve our recruitment processes.