



Creative Youth Project Assistant Role (via Kickstart Scheme) Applicant Pack



Please note, this is a role via the **Government's Kick-start scheme**, open to anyone aged 16-24 who is receiving Universal Credit and/or at risk of long term unemployment, if you are unsure of your eligibility, please contact your local jobcentre. If you still have further questions, you are welcome to contact our General Manager, Natalie Chan via admin@creativeyouthcharity.org

About Creative Youth and the Projects Assistant Role

Creative Youth is currently in the first year of an ambitious five-year business plan (2021-2026). We embraced challenges from COVID-19 and utilised it for reviewing and planning for growth - e.g. expanding DIGIFEST (digital Festival developed out of the 2020 cancellation) as part of our international reach strategy. CY has also just been awarded the contract from GLA and Kingston Council to facilitate a new creative and community space, The Undercroft / Factory of Futures (working title) - this is the 7000 sq empty space underneath John Lewis in Kingston Town Centre.

The **Projects Assistant** is an exciting new role via the Kickstart Scheme, with a particular focus of providing administrative, logistical and general support to two major projects in the next 6 months, the International Youth Arts Festival 2021 and the Undercroft Community Engagement and Pilot Programme.

Due to being a small-team and uncertainty brought by COVID-19, our team works in a flexible adaptable and innovative manner. Therefore we expect the successful candidate to have the willingness to jump in and embrace new and unexpected tasks at times as necessary, whilst being supported by the wider team. There is also a degree of adaptability required responding to different scenarios planned for the International Youth Arts Festival 2021.

We expect the successful candidate to be fulfilling the responsibilities outlined below but there is plenty of scope to shape the role with the right person, and support the successful candidate in developing further in their specific areas of interest once they've had a chance to imbed themselves and gain a basic-understanding of how a charitable arts organisation like CY operates. Throughout all of this, the role will be supported and mentored by the Festival Director and Programme Manager. The role would be suited best for those interested in pursuing a career in the creative industries, charitable sector or the arts.

Role Responsibilities:

International Youth Arts Festival (IYAF) 2021

- Respond to IYAF related enquiries where appropriate, escalate to the Programme Manager and other team members when necessary.
- Using Microsoft excel and Creative Youth's sharepoint system, keep track of information from artists taking part in the Festival, work with the Programme Manager to communicate and liaise as necessary, ensuring all details are up to date and making sure internal and external deadlines are adhered to.
- Support the Programme Manager in producing artist-facing communication and resources (e.g. researching and producing an up to date arts industry contact list, how-to documents) .
- Manage IYAF 2021's Film Festival submissions, coordinate and collate selection panel's feedback, communicate selection outcome to artists (shared task with Placement Student and supported by the Programme Manager).
- Research and outreach tasks for IYAF overall and specific projects within (e.g. reaching out to Film schools to promote the newly developed Film Festival Programme for 2021, support with building relationships for future development)
- Reading through Festival submissions, attending and watching other digital and live materials, showcase and events where appropriate with an eye for suitability for IYAF, feedback to the Programme Manager and Festival Director.
- Support the Programme Manager and Festival Director in maintaining Creative Youth and IYAF's mission of supporting young and emerging artists, including maintaining communication with artists from previous years and those we are not able to accomodate at this year (2021)'s Festival where appropriate.

Undercroft (New Creative Space)

- With the Community Engagement Lead, conduct research tasks on potential users, community groups, other arts organisations with an eye for building relationships for this new project for future partnerships/collaborations.
- With the Community Engagement Lead, reach out and communicate with potential stakeholders/users of the space as appropriate.
- Coordinate and organise feedback and suggestions from all community consultation activities.
- Research and coordinate potential activities, artists, groups both for the promotion of the new space and for the pilot programme.
- Event logistics, administration, coordination and delivery for the Undercroft Space.

- As well as any other tasks reasonably required by team members.

The above list of job duties is not exclusive or exhaustive, due to many of Creative Youth's activities being heavily dependent on COVID-19 regulations, we expect the successful candidate to adapt and embrace new and unexpected tasks at times as necessary, whilst being fully supported by the rest of the team.

Person Specification:

We do not expect you to have done this before, but we want to see someone who's enthusiastic, keen to learn and passionate about empowering young people and emerging artists to thrive.

We expect you to be organised and able to manage your own workload, able to communicate politely with a wide range of people, be curious and ask questions when you're unsure about something.

Skills and experience:

- An interest in Creative Youth and the International Youth Arts Festival's mission and work and a passion for supporting artists.
- A keen interest in creative work across different genres (theatre, music, film, visual art etc).
- Good written and verbal communication skills, an interest in building relationships with a wide range of people.
- Knowledge or willingness to learn of GDPR, data protection and how to deal with sensitive/confidential information.
- Competency with Microsoft Office programmes (particularly Outlook, Word and Excel) or willingness to learn.
- Ability to manage and prioritise own workload, consistently ensure both immediate and on-going tasks are completed.
- Good proactive problem-solving ability.
- Able to follow Creative Youth's safeguarding, health and safety, equality and diversity and other internal policies in all aspects of work.

Personal Attributes

- The willingness to listen, learn, accept feedback and act upon it.
- An adaptable and flexible approach to work.
- An open, confident and kind approach to communication both internally and externally.
- The willingness to work both independently as well as part of a team.
- Passionate in promoting the voices of young people and emerging artists (particularly those who are underrepresented).

What else do we offer as part of the Kickstart scheme?

The successful candidate will be supported and mentored by a member of Creative Youth staff that best suits their interests. There will be a 1 to 1 check in every fortnight that is focused entirely on the candidate's own personal development, e.g. support with CV/Covering Letter if applying for other roles towards the end of the 6-months. In addition to check ins/meetings in regards to fulfilling the Projects Assistant responsibilities outlined above, but within the paid employment hours.

We anticipate that the successful candidate would be interested in a career within the arts, creative industries or charitable sector, mentoring and support sessions can be arranged with the wider Creative Youth staff team, tailored to candidate interest. There is scope to learn about: Financial management and budgeting,

charitable fundraising (individual giving, fundraising events & trust and foundation applications), operations, setting up your own theatre company, producing, marketing, volunteer management etc

We are also able to pair the candidate with an external mentor, tailored to their interest. This could be, staff from other charities, agencies, commercial sector (West End), theatre - e.g. Rose Theatre Kingston, touring theatre companies.

There will be regular opportunities to attend training, professional development workshops and networking events, during the paid hours of employment. These activities will be identified and agreed in advance with the candidate and tailored to their interest/needs. This could include: CV and interview skills (likely to be provided by our partners, Achieving for Children); Informal coffee meetings to meet fellow arts workers, fundraising workshops on how to write Arts Council England project grants.

Employment Terms

Hours and Contract Terms: This is a part-time, fixed term role for 6 months, 25 hours per week.

The candidate should be able to work 3 full days per week, including Monday and Wednesday with the remaining day flexible (7 hours per day). The remaining 4 hours would cover any occasional additional hours, this would also be used for training and professional development. The notice period would be two months on either side. Some evening and weekend work will be required, in particular during the Festival from 30 June - 11 July 2021 (inclusive of preparation days), Creative Youth operates a time off in lieu policy.

Pay: At National Minimum Wage dependent on the successful candidate's age. This would include 10 paid holidays, in line with statutory requirements during the contract period and contribution to National Insurance and Pension where appropriate.

Place of work: Majority of the work would be required to be undertaken in Creative Youth's office in Kingston, in consideration of the COVID-19 pandemic, some working remotely would be required and allowed.

Creative Youth are committed to equal opportunities, and welcome applications from all backgrounds. If you need any assistance, including questions regarding the job central referral, have any additional access needs or any further questions please do get in touch with our General Manager Natalie Chan on admin@creativeyouthcharity.org

How to apply:

You should contact your local job centre and / or Universal Credit work coach to get a referral for this role. Once you have done this, please send a CV, Covering Letter (no more than 1 page of A4) explaining why you're interested in the role, Creative Youth and how you meet the person specification to Natalie Chan via admin@creativeyouthcharity.org.

Please also fill out our equal opportunities monitoring form here: <http://bit.ly/CYEqualOppsForm>

The Deadline is **Sunday 23 May 2021**. Interviews will take place either remotely via zoom or in person in our base in Kingston on Wednesday 26 May 2021. The role starts as soon as possible.