# INFORMATION for the post of Education & Engagement Officer

Young at Art is Northern Ireland’s leading children’s arts organisation and producer of the annual Belfast Children’s Festival. It is a small but busy charity (approximate turnover £500k).

Young at Art’s Education & Engagement Officer is responsible for developing and overseeing the delivery of our education and engagement programme.

Key tasks include:

* Working with our Director, ensure that all the projects within the education and engagement programme meet the highest standards for child-led arts education and engagement practice and deliver on Young at Art’s strategic objectives;
* Designing project delivery and evaluation frameworks and methods to meet set outcomes and monitoring the impact of our work in youth, education and community sectors;
* Assisting with identifying sources of funding for education and engagement projects and assisting with funding applications and reporting; and
* Line managing Education and Education staff, both employees and freelancers, and volunteers to ensure effective project delivery.

This role is a full-time permanent post. Funding for this post is from the Arts Council of Northern Ireland, Belfast City Council, Paul Hamlyn Foundation, Ragdoll Foundation and a number of other trusts and foundations. All our posts are offered subject to the availability of funding.



# Further Details

Location: Currently Young at Art staff work hybridly, some days from our city centre office and some days from home. These are mutually agreed with the employee mindful of business delivery needs. All staff are supported to work from home. There will be additional off-site activity.

However, during February and March each year, in order to facilitate delivery of the Belfast Children’s Festival, all staff are required to work full-time from our city centre office.

Working Hours: 37.5 hours per week (F/T)

Office hours are 9am - 5.30pm. Your hours of work to be agreed, with occasional evening and weekend work and long hours anticipated before and during the Festival period.

Salary Band: £23,000 - £25,000

Expenses: Approved expenses and mileage reimbursed

Leave: 28 days annual leave pro rata, plus Bank Holidays. TOIL is applied where relevant.

Contract: This is a permanent, full-time position. A probationary period will apply.

Young at Art operates a range of policies that respectively promote equality, health and safety and the safeguarding of children and vulnerable adults. You must be committed to upholding these policies and additional checks may be required for the successful applicant.

# Company Information

## Background

Young at Art was established in 1998 to run an international arts festival for children and young people. It quickly expanded, incorporating as a limited company in January 2000, and extending to a year-round programme comprising commissioning, touring, action research, engagement and development work. The Belfast Children’s Festival (still the anchor of its annual programme) recently celebrated its 25th anniversary year. It is one of the largest in the UK and Ireland with approx. 25,000 children and adults attending both free and ticketed events within a ten-day programme each year.

The year-round programme combines education and engagement activity, special projects and commissions, artists’ development and touring.

Young at Art is a registered company with charitable status, recognised by the NI Charities Commission. It is core funded by the Arts Council of Northern Ireland, Belfast City Council, Paul Hamlyn Foundation and Ragdoll Foundation. It undertakes significant fundraising each year as well as generating earned income through its Festival and special project activity.

## Strategic Framework

**What do we do?**

Young at Art creates and curates exceptional and innovative arts experiences for all children and young people.

**Why do we do it?**

Because we need creative people.

**How do we do it?**

Young at Art will be:

1. Risktakers

* Present children and young people with ambitious, innovative arts activities and events
* Empower children and young people to unlock, develop and express their creativity
* Lead the way in developing new creative approaches

2. Placemakers

* ‘The arts are for you’
* Enable children and young people to connect with the wider world around them
* Enable children and young people develop their sense of who they are and what they can be

3. Changemakers

* Listen, Learn and Lead
* Empower children and young people to creatively shape their futures
* Influence others to place children and creativity at the heart of what they do

Our activities are underpinned at all times by our Values:

* Child-led
* Quality and Excellence
* Accessibility
* Innovation
* Respect

# Job Description – Education & Engagement Officer

RESPONSIBLE TO**:** The Director

RESPONSIBLE FOR: Education & Engagement Assistant, Programme artists, support staff and volunteers

**DEPARTMENT:** Education & Engagement

## ROLE

You will be responsible for developing and overseeing the delivery of our education and engagement programme.

Key tasks include:

* Working with our Director, ensure that all the projects within the education and engagement programme meet the highest standards for child-led arts education and engagement practice and deliver on Young at Art’s strategic objectives;
* Designing project delivery and evaluation frameworks and methods to meet set outcomes and monitoring the impact of our work in youth, education and community sectors;
* Assisting with identifying sources of funding for education and engagement projects and assisting with funding applications and reporting; and
* Line managing Education and Education staff, both employees and freelancers, and volunteers to ensure effective project delivery.

## RESPONSIBILITIES

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| **ARTISTIC** | Take the lead in developing and overseeing Young at Art's education and engagement programme in support of the organisation's strategic aims  Maintain excellence in the planning and execution of education and engagement projects to ensure outcomes are met  Ensure rigorous evaluation frameworks are in place to monitor the impact of education and engagement projects  Grow links and partnerships with other organisations involved in the skill development of artists and educationalists in the delivery of a range of artforms to children and young people  Develop training programmes and resources to support the delivery of Young at Art's education and engagement and professional development projects |
| **AUDIENCE DEVELOPMENT** | Work closely with the Marketing & Communications Manager on specific campaigns to develop appropriate promotional materials and opportunities for education and engagement projects  Be the lead liaison for schools and other education institutions and youth/community groups in relation to the company's activities  Build, attend and contribute to appropriate networks in support of the organisation's strategy |
| **FINANCE** | Support the Director and General Manager in fundraising/income generation for Young at Art's Education and Engagement programme including:   * identifying opportunities; * planning approaches; * preparing and drafting applications, proposals and quotes; and * reporting on delivery;   Be responsible for budget management and controls for all projects in Young at Art's Education and Engagement programme  To liaise with the General Manager on appropriate procedures and paperwork for all project income/expenditure |
| **ADMINISTRATION** | Recruit, induct, train, motivate and line manage Education and Engagement staff, artists, freelancers and volunteers  Collaborate and maintain effective working relationships with fellow staff members, artists, freelancers and volunteers  Adhere to existing work practices and procedures and to contribute to the development and respond positively to new and alternative systems  Demonstrate commitment to Young at Art through regular attendance and the efficient completion of all tasks allocated within the deadlines required and set  Adhere to and support the implementation of all company policies and procedures including safeguarding, equality, health & safety, data protection and all others in place from time to time |
| **GENERAL** | Commit and work to Young at Art's Strategic Framework above  Uphold Young at Art's values of being Child-led, Quality and Excellence, Accessibility, Innovation and Respect  Engage with their own continuous professional development to contribute to the activities, promotion and development of Young at Art |

The key responsibilities above give a broad outline of the functions of the post. However, these duties are approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the post’s level of responsibility as allocated by their line manager as part of working in a small team to deliver Young at Art’s strategic framework. The outline of responsibility may change from time to time.

# Person Specification

Young at Art are looking for candidates who can best meet all Essential criteria and most closely demonstrate the Desirable criteria. Applications that DO NOT MEET ALL Essential criteria will not be considered. Young at Art reserves the right to weight key skills within the selection process.

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| **RESPONSIBILITIES** | **ESSENTIAL** | **DESIRABLE** |
| ARTISTIC & AUDIENCE DEVELOPMENT | Minimum two years’ experience of designing and delivering arts-based projects in education, community and/or youth contexts  Experience in designing, implementing and reviewing evaluation frameworks for project delivery  Experience of building partnerships to benefit project delivery  Experience developing educational/engagement training programmes and/or resource materials | Third level qualification in arts or education-related field  Specific knowledge of designing and delivering child-led, process-based arts engagement projects for children and young people  Knowledge of the early years and/or primary curriculum  Experience of promoting arts projects |
| FINANCE & ADMINISTRATION | Experience of raising funds for or generating income from arts projects and delivery of related paperwork  Experience of creating and managing budgets  Experience of overseeing a team of people to deliver a project | Experience of working with budgets of £30,000+  Experience developing policies or procedures relevant to the delivery of activity to children and young people |
| GENERAL | GCSE in English and Maths (or equivalent) - minimum grade C  Excellent written and oral communication skills  Ability to effectively network within the sector and build strong and effective working relationships  High degree of computer literacy including keyboard skills, use of standard office software, internet and social media | Knowledge of Young at Art and our aims and objectives |