



CREATIVE ARTS COORDINATOR

Job Title: Creative Arts Coordinator x2

Salary: £26,278 - £28,423

Reporting to: Youth Work Manager

Holidays: 33 days including bank holidays

Location: Salford Youth Zone (Pendleton)

Hours: 30 - 40 hours available per week.
(including evenings & weekends)

Key Relationships: Director of Operations, Salford Youth Zone staff, volunteers and stakeholders, and young people

ABOUT EMPOWER

Empower Youth Zones is the charity that oversees the creation, management and sustainability of Youth Zones in Manchester and Salford.

These include HideOut Youth Zone located in Gorton, East Manchester which opened in 2020 and Salford Youth Zone located in Pendleton, Salford due to open in summer 2025. HideOut and Salford Youth Zones support thousands of young people with top-notch educational, recreational, and developmental opportunities. We're open 7 days a week, including school holidays, ensuring there's always something positive happening.

Our Youth Zones are state-of-the-art, purpose-built spaces, offering young people somewhere safe to go, something positive to do and someone trusted to talk to. They are staffed by skilled and dedicated Youth Workers who truly believe in young people – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Empower Youth Zones are part of the national network of OnSide Youth Zones, which supports the creation and implementation of a network of Youth Zones across the country.

Our vision is clear: to help all young people lead happy, healthy, safe, and successful lives. Join us on this incredible journey!

ABOUT SYZ

Set to open its doors in 2025, SYZ is a dedicated charity for Salford's young people, set up to give them the opportunity to discover their passion and their purpose.

SYZ will open 7 days a week, offering a free hot meal and over 20 activities every night for just 50p per visit for young people aged 8-19, or up to 25 for those with an additional need or disability. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music, and media suites.

Salford Youth Zone is at the very beginning of its Youth Zone journey and we look forward to providing young people from a diverse range of backgrounds the opportunity to make friends, develop new skills, unlock their potential and have fun.

Somewhere safe to go. Something positive to do. Someone trusted to talk to.

WHAT IS THE ROLE?

The Creative Arts Coordinator will work alongside a team of passionate youth work team to develop and deliver an exciting 7-day creative offer for our Junior and Senior members. With a 50:50 split between coordination and face to face delivery, you will work in a minimum of 2 areas across a portfolio of 4, which includes the Performing Arts Studio, Music Space, Multi-Media Suite and the Arts & Crafts Room.

The successful candidate will be responsible for engaging both our existing and new local partners to offer wide creative offering to our young people. You will have the opportunity to not only shape the creative arts programme for young people but in doing so, allow them to develop existing skills, identify new passions and explore how they can use these skills and passions to shape their future as they become young adults.

Not only will you design, develop, and deliver creative activities for young people you will also provide direct line management support, coaching, and development for an energetic, enthused and skilled team of sessional youth workers.

WHAT WOULD I BE DOING?

- Planning, coordinating and delivering a comprehensive creative arts programme for young people aged 8 to 19 (up to 25 for those with additional needs) at Salford Youth Zone which will enable them to build their confidence, social skills and overall wellbeing.
- Leading the creative arts team of sessional workers and volunteers to provide a first-class offer to young people.
- Ensuring that the creative arts programme is high quality, accessible and meets the needs of the young people, including those with additional needs and disabilities and young people who typically don't engage in creative arts.
- Ensuring that the creative arts programme contributes to the wider youth work agenda, supporting the development of young people.
- Motivating, encouraging and supporting young people to participate fully in creative arts
- Ensuring all creative arts staff and volunteers are equipped with a range of resources and activities to engage, develop and inform young people.
- Identifying during sessions any relevant issues or areas of development for young people and ensure that these are targeted in the creative arts programme delivery.
- Maintaining a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the creative arts departments
- Ensuring the creative arts delivery of the Youth Zone is safe and complies with Salford Youth Zone policies
- Organising special creative arts events, challenges and projects on a regular basis.
- Supporting the Youth Zone promotional plan and work in the community to attract young people
- Managing, inducting, training, supporting and developing a team full and part time creative arts workers and volunteers, working with the Training and Volunteer Manager and Youth Club Coordinators supporting CPD and opportunities for accredited and recorded learning.
- Monitoring, recording and evaluating the creative arts programme and providing reports and information as required in order to ensure a consistently high-quality youth work provision and demonstrate the impact of the Youth Zone.
- Managing and monitoring the budget allocated to the creative arts programme effectively and efficiently.
- To seek to secure external funding to enhance the programme and build new relationships.
- Networking with local appropriate providers and other partner organisations to develop joint working programmes.
- In conjunction with other partners, identifying, supporting and developing talented young people
- The role requires session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads on project night. This will be scheduled by your Line Manager and you will be assigned another member of staff to assist.

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive "can do" attitude
- Commit to a culture of continuous improvement
- Represent Salford Youth Zone positively and effectively in all dealings with internal colleagues and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, equality and diversity, to ensure all activities are accessible
- To assist with any promotional activities and visits that take place at Salford Youth Zone

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- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded.
- To report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided).

PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Proven experience of working with young people aged 8 - 19 (up to 25 for those with additional needs) in creative arts activity settings	Essential	A & I
Extensive experience of delivering creative arts activities to young people in line with relevant guidance and good practice.	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Desirable	A & I
Experience of youth work	Desirable	A & I
Experience of managing a staff team (including volunteers)	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience working in partnership with external agencies	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Educational / Vocational Qualifications		
A relevant qualification in the creative arts or youth work	Desirable	A
GCSE or equivalent literacy and numeracy	Essential	A
Activity or arts leadership/coaching qualifications	Essential	A
Qualification (or relevant experience) in a range of arts mediums (ideally two or more e.g. dance, music, photography, performing or creative arts etc.) and delivering these to young people	Essential	A

PERSON SPECIFICATION

Skills		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through arts	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to plan and deliver creative arts events, such as performances or exhibitions and occasions and celebrations for young people	Essential	A & I
Ability to coach and develop groups of young people	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team and lead a team	Essential	A & I
Knowledge		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Sound knowledge of arts qualifications and the quality standards expected for the successful delivery of accredited and non-accredited arts activities.	Essential	A & I
Knowledge of monitoring and evaluation within a creative art setting	Desirable	A & I
Special Requirements		
A willingness to work regular evenings and weekends	Essential	I
A willingness to cover events, holidays and staff absence	Essential	I
DBS clearance and committed to Safeguarding children	Essential	A & I

ADDITIONAL INFORMATION

The role is full-time and based at Salford Youth Zone. Salford Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of Salford and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

APPLICATION INFORMATION

Application form: salfordyouthzone.org/get-involved/vacancies/

How to apply: Please complete the application form and return to recruitment@empoweryouthzones.org

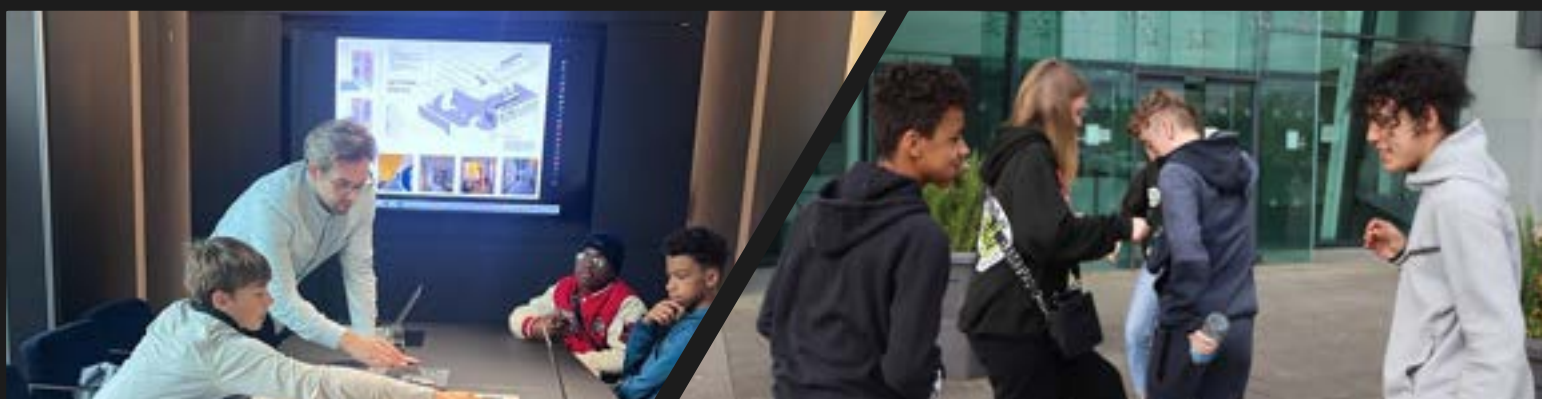
Closing date: Friday 4th October - Midnight

Interview date: w/c 14th October

BENEFITS OF WORKING FOR SALFORD YOUTH ZONE			Employee Assistance Programme
 Onsite Fitness Gym & Boxing / MMA Suite	 33 Days Annual Leave Pro-Rata	 Secure Cycle Store	<p>Salford Youth Zone's Employee Assistance Programme provides free and confidential support for our employees on a wide range of topics, such as:</p> <ul style="list-style-type: none">• Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists• Structured counselling over the phone, via live chat, email, or in person (up to 6 sessions)• Family advice line on topics such as childcare & elderscare• Legal information services including debt & financial information• Critical incident and trauma support• Occupational health services• Crisis support• "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mind health checks and health coaching• Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines• Support for line managers• BrightTV and Wellbeing podcasts 
 Branded Workwear	 Internal Café	 Flexible Working	
 Learning and Development Opportunities	 Partnership Working	 Working with Like-Minded People and Cultures	
 Company Sick Pay and Enhanced Maternity Leave	 Pension Scheme	 Living Wage Employer	

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CREATIVE ARTS - ART & MULTI-MEDIA



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

