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| **Job Title**  | Creative Programme Worker |
| **Contract Term** | 2-year fixed-term  |
| **Hours** | 35 hours per week |
| **Salary**  | £25,927 pa.  |
| **Responsible to**  | CEO |
| **Responsible for**  | Delivery of high-quality creative writing & performance project to facilitate the projection of youth-voice on the opinions, fears, views, concerns and passions of young people - particularly those who are marginalised and vulnerable and/or at risk of social exclusion and exploitation.  |
| **Location** | The Warren Project, Kingston Upon Hull |
| **Job Purpose**To work as part of a project team to deliver the Three Minute Monologues programme (derived from the Three Minute Heroes Programmes) – the primary purpose of which is to give young people a voice through creative writing and then have that writing performed by actors, spoken word artists; recorded and printed.To liaise and build constructive partnerships with local organisations, community groups and local creative organisations and individuals to ensure the success of the project.To prepare and implement relevant workshops in creative writing.Facilitate the provision of high quality, enjoyable creative expression experiences centred on the needs ofyoung people, particularly those who rarely engage with the arts.To ensure that delivery of the programme meets the needs of the young people they serve, whilst also complying with the contractual requirements of the respective funding agencies. To be responsible for ensuring that all monitoring, evaluation and quality assurance requirements are completed to the highest standard and by agreed deadlines.To be committed to The Warren’s ethos of Empowerment when working with young people, colleagues, partners and outside agencies. |
| **Main Responsibilities:**1. Work with a Project Team of three (including this post) to develop and deliver the Programme.
2. To recruit young people onto the programme – with a particular focus on marginalised, excluded and vulnerable young people.
3. To identify and develop positive relationships with local organisations to establish opportunities for young people.
4. To engage young people within a targeted group and gain their respect by understanding their circumstances and barriers to participation and assisting them to overcome these, using a non-judgemental approach.
5. Support the participation and creative progression of young people on the programme.
6. Contribute to the monitoring processes of the project, which include maintaining records, statistical recording, development planning and evaluation procedures as required.
7. Ensure that accurate records/paperwork including schemes of work, session plans, course attendance, recording of individual learners’ progress and achievement are maintained.
8. To carry out administrative duties as necessary and ensure monitoring systems are consistently maintained e.g. data collection, records of attendance etc. for monitoring and evaluation purposes.
9. To network with partnership organisations working with young people to maintain good relationships and develop collaborative working practices.
10. To encourage participants/student’s longer-term participation in activities through identifying and developing progression routes and linking with partner agencies.
11. Active participation in and commitment to continuous professional development and the supervision/appraisal process.
12. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
13. To be aware and comply with the Health and Safety at Work Act.
14. To carry out his/her/their responsibilities with due regard to the Equality Act 2010.
15. To cover as and when required in other areas of The Warren.
16. Any other duties commensurate with the grade and falling within the scope of the post.
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| **Key Competencies:****Putting young people first:*** To demonstrate a thorough understanding of the needs of young people, particularly those who have become disengaged and/or marginalised by society and to work hard to ensure that these are met.
* To develop positive relationships with young people, dealing with challenges and difficulties in a pro-active and solution focused way.
* To ensure all activities and services are young person-centred and that young people are treated with respect and integrity at all times.
* To work in an empowering way to ensure that the voice of young people is always paramount and that any decisions made are done so in an open, honest and democratic manner.

**Getting things done:*** To take personal responsibility for own actions and decisions and to display a sense of energy and commitment to achieve results that stimulate others to succeed.
* To work hard to reach or exceed programme outputs and targets.
* Accept responsibility for problems that occur and retain ownership until they are resolved, either personally or collaboratively.
* To manage own time and resources effectively, with appropriate planning and prioritising in advance to improve efficiency.
* To use initiative and be pro-active.

**Flexibility:*** To explore alternative ways of working to improve efficiency and reacting positively to changing objectives, priorities and workloads.
* To be willing to take on extra responsibility, within your pay grade and, where necessary, to work additional or irregular hours to meet the needs of the project and the young people it serves.
* To put forward suggestions and ideas about new and better ways of doing things
* To learn quickly and have the ability to adjust to new situations as they occur.
* To demonstrate a commitment to deliver a high-quality service at all times.

**Communication skills:*** Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate.
* To show evidence of consistent and effective networking and partnership working.
* Listen to, be sensitive to and respect other people’s views and opinions.
* Any written work required by the role is clear, accurate and to the point.
* To present facts and ideas in a concise and persuasive manner.
* Ensure all written correspondence is fluent and structured, using appropriate style and language.

**Managing Self/Relationships:*** To develop and maintain open and effective relationships with managers and other colleagues within The Warren.
* Be aware of impact of own behaviour on others and be able to modify approach or style as appropriate.
* To discuss differences openly and without recrimination.
* To share information and keep all relevant parties informed.
* To keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and sometimes challenging behaviour of young people.
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| **Important information:**The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of The Warren’s developing education and training programmes.The Warren of Hull Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through the DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.The Warren works with a diverse range of young people and respects differences in race, disability, gender, sexuality, faith background or personal circumstances and we welcome all applications. We want everyone to feel valued and included in our community and to achieve their full potential. The Warren is opposed to any discrimination and commits itself to the redressing of any inequalities by taking positive action to challenge any perceived forms of discrimination as appropriate. |

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| **Person Specification:**Creative Programme Worker |  |

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| **Personal Skills/Characteristics** | **Essential** | **Desirable** | **Method of Assessment****(A=Application Form; I=Interview; R=References)** |
| **Experience:**  |
| At least 2 years’ experience of a creative expression programme for young people. | x |  | A/I/R |
| Experience in identifying, developing and maintaining good relationships with partner organisations and individuals | x |  | A/I |
| Experience of the use of diverse methods of assessment for both formative and summative assessments |  | x | A/I |
| Experience of creative writing and performance and delivering schemes of work.  | x |  | A/I |
| Involvement in working with young people in aneducation or youth-work environment | x |  | A/R |
| Experience of recruiting and retaining young people onto creative expression programmes. |  | x | A/I |
| Experience or knowledge of scriptwriting, theatre-making or acting industries |  | x | A/I |
| **Qualifications:** |
| Creative writing qualification or equivalent experience | x |  |  |
| Qualified to Level 3 (or above) in Youth Work, Health and Social Care or equivalent. | x |  | A |
| **Good standard of maths and English (Grade C GCSE minimum) or equivalent**  | x |  | A |
| **Special Skills and Knowledge:** |  |  |  |
| Possess integrity, be innovative, flexible and able to work in a challenging environment. | x |  | I |
| A good understanding of barriers to education & creative opportunities that young people face. | x |  | A/I |
| An understanding of and a commitment to equalopportunities issues both in the workplace and thecommunity in general. | x |  | I |
| Ability to motivate and encourage young people that have had difficulty in engaging with formal education/ learning. | x |  | I |
| Ability to work in an empowering way with young people, colleagues and outside agencies. | x |  | I |
| Good ICT skills | x |  | A/R |
| Knowledge of appropriate Risk assessments, Safeguards and Health & Safety constraints both internally and externally.  |  | x |  |
| **Personal qualities:** |  |  |  |
| Ability to initiate, develop and sustain effective and empowering relationships with young people. | x |  | I/R |
| Ability to prioritise tasks, manage time constraints,organise workload and meet deadlines. | x |  | A/I/R |
| Excellent communication and interpersonal skills(written and oral). | x |  | A/I |
| **Personal Circumstances:** |  |  |  |
| Ability and willingness to work outside normalhours, (including evenings and weekends on occasion). | x |  | I |
| Full Driving License  |  | x |  |
| Ability to travel independently. | x |  |  |
| **Physical Requirements:** |  |  |  |
| No serious health problem which is likely toimpact upon the job performance (that is, one thatcannot be accommodated by reasonable adjustments) | x |  | A/I |
| Good sickness / attendance record in current /previous employment, college or school asappropriate, (not including any absences resultingfrom disability) | x |  | R |
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