



## **Information Pack – Learning & Participation Coordinator**

Accessible Arts & Media (AAM) is looking to recruit an experienced, enthusiastic Learning & Participation Coordinator to join our IMPs (Inclusive Music Projects) programme. IMPs is an inclusive programme where disabled and non-disabled children and young people work, learn and play together as equals.

The Learning & Participation Coordinator will coordinate the programme. They'll oversee its learning, development and participation opportunities for children and young people and coordinate performances and events. We're looking for an exceptional, enthusiastic youth development worker who's passionate about helping children and young people achieve their full potential.

The post is funded by the National Foundation for Youth Music until August 2019, with the aim of securing additional funding over the next 12 months to sustain the post beyond this date. This post is offered part-time, 20 hours a week, on a salary of £20,000 pro-rata and is subject to an enhanced DBS check.

Closing date for applications: **Mon 3<sup>rd</sup> September**

Interviews will take place: **Tuesday 11<sup>th</sup> September in York.**

We would like the successful applicant to start as soon as possible.

### **1. Overview of the charity**

At Accessible Arts & Media we've been running inclusive arts and creative media learning projects in and around York since 1982. We've got a vision for a more inclusive society, where everyone gets the chance to shine, and our work's built around the belief that everyone can learn, everyone can be creative, and everyone can play a part in their local community.

Our projects include: singing and signing choirs; creative digital media training programmes; specialist creative sensory activities for people with profound and multiple disabilities; and apprentice training programmes where learning-disabled adults and young people train to become workshop leaders.

A lot of different people take part in Accessible Arts & Media projects, from disabled adults and young people, to older people in residential care and people with mental ill health. We also work with schools, community groups and local businesses.

The people who take part in our activities often face difficulty with everyday activities and can end up feeling isolated and cut off. Taking part in our projects helps them:

- learn new skills that they can transfer to other parts of their lives, including education, training and employment;
- explore and connect with the world around them, in a safe, supportive, fun environment;
- learn to work and communicate with other people, making new friends along the way;
- grow the confidence to have more of a say in the things that matter to them;
- contribute to their local community through workshops, exhibitions, performances and film commissions;
- feel happier and healthier – being creative, socialising and having fun can all make you feel better.

Our work's based on a person-centred approach. This means that all our activities are tailored to the individual, supporting everyone to take part in the way that suits them best. We level the playing field by providing everyone with the support and space they need to have an equal say. And we make sure that everyone has a lot of fun along the way!

Accessible Arts & Media is a small charity with a big heart, and an even bigger personality. We delivered over 1,000 creative learning sessions last year, giving 700 people the chance to learn new skills, grow in confidence and find their moment to shine.

## **2. IMPs - background:**

IMPs (Inclusive Music Projects) is an inclusive music programme for children and young people. The IMPs programme launched in 2010 and is now one of AAM's flagship projects.

Thanks to funding from Youth Music, the Ed De Nunzio Trust and Children in Need, we've been expanding and developing the IMPs programme in York. As well as the original term-time IMPs group for young people aged 11 – 25, the programme also now includes a Junior IMPs after-school club that tours local primary schools and inclusive holiday activities. IMPs is now a year-round programme, offering clear learning pathways and progression routes for children and young people.

As the programme grows, it's really important to us that all participants are supported to make the most of its fun learning and development opportunities. It's also important that the IMPs model is shared with other organisations and groups and that as many young people as possible get the chance to take part. The Learning & Participation Coordinator will lead on developing the IMPs learning programme and play a key role in developing the IMPs outreach and events programme.

**For further information about IMPs and Accessible Arts & Media, please explore our website:**  
<http://aamedia.org.uk>

## Accessible Arts & Media Job Profile

<b>Post Title:</b>	<b>Learning &amp; Participation Coordinator (IMPs)</b>
<b>Responsible to:</b>	Creative Director
<b>Responsible for:</b>	Project Artists and Volunteers
<b>Purpose of Job:</b>	To coordinate and oversee the delivery and development of the IMPs Project, ensuring all activities contribute to the achievements, vision and mission of AAM.

### **Specific Responsibilities & Duties:**

- ✓ To manage project administration in line with AAM procedure to ensure the smooth running of the IMPs project:
  - attending regular planning/other meetings, including the preparation and dissemination of team meeting papers, and minute-taking, in liaison with Creative Director;
  - creating and maintaining project documents e.g. registers and booking forms;
  - maintaining databases e.g. participant, artist, schools, venues and related contacts;
  - collection and administration of weekly subs in sessions;
  - supporting the Marketing team in the preparation of accessible project newsletters;
  - preparing other accessible project resources as required;
  - gathering and collating monitoring and evaluation information, in line with AAM's and funders' reporting requirements, in liaison with the Development Manager;
  - creating occasional blog posts about the project for the Youth Music Network site;
  - arranging documentation of sessions (photography, video, audio);
  - liaising with venues, staff, artists, partners;
  - coordinating cover for delivery staff as required;
  - ensuring dates for all activities and events, including project holidays, are kept up to date and communicated throughout the year;
  - organising and implementing health and safety checks and risk assessments;
  - overseeing project resources and ensuring they are on hand at the different activity sessions.
  
- ✓ Recruitment and liaison with participants, their families and carers, schools and other local organisations/ initiatives, including:
  - ensuring that members have the necessary support in place to participate fully in the programme;
  - keeping support workers, care providers and families, and partners informed of project plans, including arrangements for the weekly sessions, performances and other activities;
  - working alongside the Marketing team to promote IMPs and encourage engagement, participation and audience development.

- ✓ Ensure the voice of the young people is central to the IMPs project:
  - supporting members in developing planning, communication and critical/analytical skills to steer the ongoing development of both the artistic and social programmes;
  - supporting members to develop confidence, take leadership roles in activities, become peer mentors and advocates for the project;
  - Working with parents on the above.
  
- ✓ Ongoing development of learning across the IMPs project, including the apprentice training programme:
  - maintaining participant and apprentice training records, learning aims and skills charts;
  - coordinating apprentice training sessions;
  - researching and liaising with local and regional contacts for Arts Award to ensure IMPs is promoted to award scheme participants and their families and carers;
  - coordinating the attainment of Arts Award qualifications across IMPs;
  - coordinating meetings with staff and artists, and researching and implementing training to deliver the learning programme;
  - exploring and developing progression routes for the young people, within IMPs and on completion;
  - and supporting young people with other qualifications such as Duke of Edinburgh Awards.
  
- ✓ Coordination and development of the outreach programme, holiday clubs, performances and social events
  - researching leads;
  - booking venues;
  - booking project artists;
  - liaising with apprentices and their parents and carers to coordinate apprentice-led outreach sessions;
  - liaising with parents and carers regarding holiday clubs, performances and social events;
  - liaising with partners;
  - arranging planning sessions;
  - promoting activities in collaboration with the Marketing team;
  - coordinating impact measurement.
  
- ✓ Attend and participate in events relevant to IMPs to promote the project
  
- ✓ Maintain an up to date knowledge of local, regional and national policy and practice to ensure IMPs is developed in line with best practice, including: Youth Music Network and Sound Connections.
  
- ✓ Ensure all staff, volunteers and placements, parents/carers attending the sessions adhere to AAM's Safeguarding Policy and DBS procedure:
  - ensuring that all volunteers adhere to AAM policies, in particular Safeguarding, Health & Safety and Diversity and Equality;
  - liaising with the Creative Director to ensure all volunteers are able to access AAM training opportunities;

- ensuring that enhanced DBS checks are carried out when required (in liaison with AAM's DBS coordinator)
- ✓ You may be asked to carry out other duties in addition to those included above as reasonably requested by the Creative Director and AAM Board.

### **General Responsibilities & Duties:**

- ✓ Work at all times towards fostering an atmosphere of encouragement and teamwork based on individual commitment to the aims and objectives of AAM
- ✓ Ensure that all staff, including freelance artists and volunteers, work as effectively as possible in carrying out their duties.
- ✓ Work at all times in an organised and efficient manner, adhering to strict timekeeping; communicating effectively with staff and customers and ensuring clarity in the dissemination of information.
- ✓ Work alongside line manager to agree own continuing professional development plan and to work towards achieving agreed targets throughout the year
- ✓ Ensure all areas of the organisation are neat and tidy and secure at all times, as well as being maintained to the highest possible standard.
- ✓ Adhere at all times to AAM's Safeguarding, Health & Safety, Equality & Diversity and Data Management policies and comply with all statutory requirements including DBS.
- ✓ Ensure partner organisations have robust Safeguarding Policy and Practice in place.
- ✓ Attend regular staff meetings and meetings with partners as required.

## Person Specification

### Essential skills, knowledge and qualities:

- ✓ A good level of education and the ability to prove competence in the relevant work areas.
- ✓ Experience of working with young people in a developmental/support role and knowledge of child and adolescent development and the needs of young people.
- ✓ Experience of working with mixed ability/inclusive groups of young people.
- ✓ Understanding of the use of evidence-based practice models.
- ✓ Experience of working as part of a team and in collaboration with other agencies, and the ability to develop contacts and build networks.
- ✓ Ability to persuade and motivate young people to adopt a positive approach to learning.
- ✓ Love of music.
- ✓ Experience of working with children and young people with SEND and others in need of additional help.
- ✓ Ability to build and maintain positive relationships with young people and their parents/carers.
- ✓ Ability to work in a way that actively encourages young people to take part in the decision-making process.
- ✓ An awareness of safe practice and understanding of issues of confidentiality.
- ✓ Effective group leadership skills.
- ✓ Ability to set clear objectives and work on own initiative.
- ✓ Ability to organise own workload
- ✓ Ability to work reflectively.
- ✓ Ability to develop partnerships and networking.
- ✓ Ability to maintain comprehensive systematic records.
- ✓ Very strong spoken and written communication skills and social skills.
- ✓ Good organisational skills.
- ✓ Admin experience and good level of IT literacy and knowledge.
- ✓ Demonstration of positive attitudes, working in line with AAM's ethos and project values.
- ✓ Current driving licence.
- ✓ Prepared to undertake out-of-hours and weekend working, as and when required.

### Desirable skills, knowledge and qualities:

- ✓ Experience of working on music-based projects.
- ✓ Knowledge of person-centred approach to learning.
- ✓ Experience of delivering formal or informal structured learning programmes, including Arts Award.
- ✓ Experience of coordinating events.
- ✓ Knowledge of the implementation and co-ordination of safeguarding issues and willingness to learn.
- ✓ Knowledge of health and safety (First Aid included)
- ✓ Experience of undertaking risk assessments

### 3. Application Process

To apply, email your CV and a covering letter of no more than 2 sides of A4, outlining why you would like to join AAM and what you feel you can bring to the role of Learning & Participation Coordinator.

Please send your application to [rose.kent@aamedia.org.uk](mailto:rose.kent@aamedia.org.uk) **Deadline: 3<sup>rd</sup> September at 5pm**

Shortlisted candidates will be invited to attend a short interview and skills test with the Creative Director and one of our trustees on **Tuesday 11th September 2018**. Interviews will take place at the AAM Office, Sanderson House, Bramham Road, York, YO26 5AR.