Job Title/s

Youth Arts Coordinator (part-time)

Reports To

Cumnock Arts Makes People Smile

Location

Cumnock's Creative Arts Hub, Bank Avenue, KA18 1PQ, East Ayrshire (Cumnock and Doon Valley Communities)

Job Overview

The Youth Arts Coordinator will be responsible for developing and delivering focused engagement and participation for young people from within arts-based activities across the Cumnock and Doon Valley area. This will entail working closely with the CAMPS team, their respective affiliated groups and other local arts and wellbeing-based groups within the area.

Specialist Knowledge, Expertise, and/or Experience

Experience of learning, educational or local authority arts contexts as well as experience and understanding of the community, health and wellbeing and the arts sector in Scotland.

Responsibilities and Duties

• Coordinating the youth arts activities within CAMPS, its staff, volunteers, and services, ensuring they are in accordance with our Aims and Objectives.
• Promoting awareness of CAMPS and opportunities for youth participation and engagement locally among diverse communities and organisations.

• Building sustainable networks and collaboration between CAMPS and local, diverse communities and groups.

• Facilitating arts-based activities, workshops and projects for young people within the Cumnock and Doon Valley area.

• Identify gaps and mitigate barriers to youth engagement and participation for those in the community.

• Organise training seminars/information sessions for parents/guardians to enhance their awareness of the youth programmes within CAMPS to build a relationship-focused approach to participants and development.

• Prepare monthly reports on development and the impact of projects.

• Represent CAMPS at meetings as appropriate.

• Develop a work plan aligned to the project outcomes and outputs.
• Implement and develop constructive working relationships with CAMPS members, participants, parents/guardians, volunteers, and community groups to generate ideas for community arts activities for young people as well as enhance the services provided to deliver improvements to youth arts activities.
• Investigate and apply for external funding in conjunction with the CAMPS Trustees.
• The postholder will also undertake such additional duties as necessary in relation to the work of CAMPS which will include becoming a key holder.

Person Specification

Qualifications
Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.

Experience and Knowledge
• In-depth knowledge of and/or interest in an art and/or creative policy area(s) (e.g. education, youth arts, disability, cultural diversity and equalities, audience development/marketing, creative industries, etc.) in the UK and in Scotland in particular.
• Experience of working with Government and Local Authorities
• Some knowledge of the wider public (and voluntary) sector in support of the creative sector/arts in Scotland.
• Track record of successful project planning and delivery, ideally with experience of coordinating several projects concurrently.
• Experience of working in a relevant sector in a professional capacity.
• Track record of working positively with people of the community.
• An understanding of equalities, diversity, and inclusion.

Skills and Attributes
• Highly developed interpersonal skills including, communication, influencing, negotiating
• Excellent administration / project and resource management skills
• Plain English (business) report writing skills
• Highly organised, with ability to self-plan and prioritise workloads
• Effective IT skills, particularly Microsoft Office
• Effective decision-making skills
• Adaptive resilience
• Creative and artistic

Salary
£16,500 per post (pro-rata: £33,000) plus pension contributions - with salary rising by 3% in Year 2

Hours
2 x part-time posts with 17.5 hours per week (flexi-hours, but note - some evening and weekend work will be required depending on the needs of the community)