

Recruitment Application Pack

Youth Services Manager July 2022



Application Pack for the role of Heritage Site Manager

Thank you for inquiring about the above opportunity.

The closing date for receipt of applications is **9am on Monday 05 Sept 2022** and interviews will be held week commencing 12 Sept 2022.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply please download and complete an [application form](#) and email to info@trinitybristol.org.uk with 'Heritage Site Manager' in the subject. Please also complete an anonymous online [Equal Opportunities Monitoring Form](#). Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g., by video or sound file or if you require any reasonable adjustments to the interview and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role. vacancy.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive programme of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 60,000 people each year.



Trinity's message is, "YOU can create"

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean's we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.

Job Description for the role of Youth Services Manager

Job Title: Youth Services Manager

Contract type: Permanent

Reporting to: Programme Director

Direct reports: The post holder will line manage 1 employee

Rate of Pay: £31,687 - £34,145 (depending on experience)

Hours: 37.5 hours per week / PT considered

About the Role

We are looking for a Youth Services Manager to join Trinity as we launch an exciting new programme of work that has been co-created with target groups and delivery partners, responding directly to local need and opportunity.

The role will require someone who is committed to improving the life chances of children and young people, has first-hand experience managing targeted provision and believes passionately in the power of creativity and culture to effect change.

Responsible for delivering Trinity's children and young people offer and appointed Designated Safeguarding Officer - you will plan, coordinate and oversee activity to meet agreed priorities and objectives. You will have demonstrable experience managing delivery teams and strategic partnerships, working closely with project partners and facilitators to monitor activity against agreed targets. You will be proactive, diligent, confident working independently, and able to adapt your skills, whilst managing a busy and competing programme of work.

Key responsibilities

- Manage a varied programme of creative activities (including music, dance, drama, spoken word and creative play) for children and young people that is exciting, innovative and meets the diverse needs of our community
- Work with delivery partners to ensure activity is delivered to the highest standard and co-designed to improve social skills, build confidence and raise aspirations
- Lead on safeguarding and child protection - ensuring arrangements are in place to keep children and young people safe and their welfare is promoted at all times

Programme development

- Work with Trinity's Programme Director and Business Development Director to design a robust activity plan, setting out key deliverables, risks and reporting milestones
- Lead on the development and delivery of specific projects e.g. identifying where targeted youth support is needed and developing outreach and engagement plans
- Ensure children and young people are involved in the design, delivery and evaluation of all activities/programmes of work
- Contract delivery partners, ensuring they are briefed, roles/accountability are clearly agreed and activity is monitored against agreed targets and areas of delivery
- Manage the programme budget, monitoring and reporting against activity
- Champion and advocate Trinity's offer, internally and externally, attending sector insight training and reporting back to the wider company

Job Description for the role of Youth Services Manager (cont)

Programme delivery

- Propose tools/strategies to strengthen engagement e.g. co-production and youth-led approaches - to design and lead activity to further engage participants
- Oversee and champion the monitoring and evaluation of activities and programmes to ensure targets are met in accordance with objectives and commitments
- Develop and maintain strong community relationships with external stakeholders, including schools and colleges, and develop relationships with Bristol youth networks
- Act as the main point of contact for children and young people, ensuring all safeguarding concerns are recognised, acted upon and reported
- Engage passionately and empathetically with children and young people participating in activity, supporting their welfare, engagement and progression
- Work with the marketing team to ensure activity and impact is celebrated, and develop content to advocate for Trinity's work and values
- Stay informed on legislation, local and national issues, and best practice in youth work

Experience

- At least three years' experience working with children and young people
- At least two years' experience managing youth programmes - planning, conducting and coordinating activity, ideally within the creative/cultural sector
- At least two years' experience monitoring and reporting against programme activity, including reporting to funders
- Knowledge of the charity and youth sector, locally and nationally
- Line management experience

Skills

- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Facilitation skills (developing and delivering workshops)
- Attention to detail and strong planning skills
- Strong written and verbal communication skills
- Ability to liaise and communicate between various project stakeholders

Personal characteristics

- Ability to work unsupervised but to agreed objectives and priorities
- Flexibility, willingness to learn and to undertake a variety of tasks
- A confident problem solver/trouble-shooter
- A commitment to the values and objectives of Trinity Community Arts

Additional duties

- It is in the nature of the work required that the tasks and responsibilities of the Youth Services Manager will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description. These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Youth Services Manager.

DBS Check

- An Advanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as a full-time role, 37.5 hours, 9am-5pm Monday to Friday. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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