

A woman with curly hair, wearing a patterned top, is smiling and pointing at a blue paper held by a young child with curly hair. They are at a table with various craft supplies like markers and glue. Other children are visible in the background, some with face paint. The scene is indoors, likely at a community event or workshop.

TRINITY COMMUNITY ARTS

Children & Young People's (CYP) Programme Manager

Recruitment Pack – July-August 2025

ROLE OVERVIEW

Do you believe in the importance of creative opportunities for children and young people?

Are you an experienced manager with a commitment to inclusive youth work?

If so, we want to hear from you. We're looking for a dedicated and organised CYP Programme Manager to lead the delivery of Trinity's CYP programme – supporting children and young people to access consistent, high-quality creative activities both in and out of school.

You'll be responsible for managing a varied programme, working with partners to ensure activities are well-planned, safe, and meaningful. The role includes managing delivery timelines, monitoring budgets, overseeing safeguarding and compliance, and ensuring outcomes are effectively captured and shared.

You'll also play a key role in developing projects, partnerships, embedding youth voice, and supporting pathways for continued engagement – helping ensure Trinity remains a trusted and accessible space for children and young people to explore their creativity.

This is an exciting time to join the team, will also contribute to the research and development of new opportunities and support the future growth of the CYP Programme at Jacobs Wells Baths.

This is a chance to contribute to Trinity's long-term commitment to supporting young people through cultural engagement and creative learning.

As part of our commitment to staff development, we'll work with you to design a Continuing Professional Development Plan tailored to your role and wider organisational needs.

RECRUITMENT INFORMATION

Thank you for your interest in the role of **CYP PROGRAMME MANAGER**.

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/complete an online application form by visiting [here](#) and Equal Opportunities form [here](#). Please email to info@trinitybristol.org.uk with "CYP Programme Manager" in the subject line.

Please note we do not accept CV applications.

KEY DATES

Application closing date: Monday 18 August, 9am
Interviews: Monday 25 and Tuesday 26 August

APPLICATION PROCESS

The applicant shortlisting process will not commence until after the application deadline. As part of the evaluating process, we will score applicants anonymously and against the specified job requirements.

Interviews will be conducted with a select panel to ensure fairness and interview questions will be shared in advance of the interview.

If you encounter any accessibility challenges that affects your ability to apply within the stipulated timeframe and/or require any additional support to complete your application, please contact us at info@trinitybristol.org.uk.

Please note. We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

CONTRACT TERMS

Job Title: CYP Programme Manager

Contract type: Permanent

Responsible to: Deputy CEO

Direct reports: 6 incl part-time casual tutors and facilitators

Hours: 37.5hr pw (part-time considered)

Rate of Pay: £33,024-£36,648 (depending on experience)

Scale/Band: NJC SCP 25–29

Annual Leave: The holiday year runs from April to March. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week.

Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract.

KEY RESPONSIBILITIES

Delivery

Design and deliver a high-quality, inclusive programme of creative activities for children and young people, ensuring sessions are responsive, engaging, and meet identified needs.

Compliance

Maintain robust systems to ensure all activities are safe, well-managed, and compliant with Trinity's safeguarding policies, funding requirements, and statutory obligations.

Partnerships

Develop and sustain collaborative relationships with schools, artists, youth services, and community partners to support participation, progression, and impact.



Creative Expression for All

Trinity is one of Bristol's leading cultural charities, rooted in the heart of East Bristol. Our vision is **creative expression for all**, and we strive to make the arts accessible and relevant, especially for children and young people within our communities.

From our iconic **Trinity Centre** - one of Bristol's best-loved venues - to our stewardship of **Jacobs Wells Baths**, a historic public building in Hotwells, we create safe, inclusive spaces where people of all ages and backgrounds can come together to create, learn and grow.

Each year, we support over **1,000 children & young people** through school-based arts projects, open-access music sessions, and creative workshops. Our work helps to nurture confidence, connection, and realise potential, fostering diverse talent and cultural lives of children and young people in our city.

We collaborate with over 100 partners across education, youth and cultural sectors to deliver **inclusive, socially engaged arts activities**. Our work with children and young people is central to our mission to empower communities through arts, and this role is integral to shaping access to creativity, culture and freedom of expression.

VISION & MISSION

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

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

Our values are centred around our civic ethos and Bristol's activist spirit:

- We serve as a convening and supporting agency in line with our values (EMPOWER)
- We support and resource cocreating and Asset Based Community Development (ABCD)
- We are a facilitator and enabler, helping communities to solve problems and/or realise their aspirations (RESPOND)
- We foster space for community conversations and advocate for shared causes (AMPLIFY)



JOB DESCRIPTION

Delivery

- Plan, coordinate, and manage the day-to-day delivery of Trinity's Children & Young People Programme in-school, out-of-school, and holiday activities across our venues and in outreach settings within schools and communities.
- Work with facilitators and delivery partners to ensure sessions are creative, inclusive, and meet the needs of participants.
- Embed youth voice and co-creation practices into programme design and delivery.
- Manage delivery schedules, staffing, budgets, people and logistics to ensure smooth and consistent provision.
- Monitor quality through observation, feedback, and regular review, adapting plans where needed.

Compliance

- Ensure all activity is delivered in line with Trinity's Safeguarding Policy and meets statutory requirements, including health and safety, child protection, and GDPR.
- Maintain accurate records of participants, risk assessments, incidents, and consents, using agreed systems.
- Support staff and freelance practitioners to understand and uphold Trinity's safeguarding, equality, and conduct standards.
- Monitor and report on programme outputs and outcomes to funders and internal stakeholders, supporting impact evaluation.
- Ensure activities are delivered within budget and contribute to reporting for grant compliance and programme funders.

Partnerships

- Build and maintain positive working relationships with schools, youth services, and community groups to grow reach and relevance.
- Liaise with parents, carers, and other stakeholders to ensure effective communication and accessibility.
- Collaborate with artists, facilitators, and freelance staff to support high-quality creative delivery and professional development.
- Represent Trinity at relevant forums and networks to share learning and strengthen sector connections.
- Support cross-organisational collaboration, working closely with other teams to connect CYP activity with Trinity's wider programme.

"It's exciting to be working closely with our community to help children and young people realise their ambitions through the power of creativity."

Cultural Alliance Manager

KEY COMPETENCIES

Leadership & Strategic Thinking

- Ability to lead and inspire with a clear vision for inclusive CYP programming.
- Demonstratable initiative and a solution-focused approach to delivery.
- Able to align day-to-day activity with organisational strategy and priorities.

Budget Management

- Confident in planning, monitoring and managing budgets for project delivery.
- Ensures resources are allocated effectively to meet programme goals within funding constraints.
- Able to produce accurate financial information and contribute to reporting processes.

Compliance & Safeguarding

- Deep understanding of safeguarding legislation and best practice in CYP settings.
- Ensures systems are in place to manage risk, health & safety, GDPR and other statutory duties.
- Keeps accurate records and supports a culture of safety, trust, and accountability.

People & Relationship Management

- Skilled in supporting and supervising staff, freelancers, and delivery partners.
- Builds strong, respectful relationships with young people, families, and external stakeholders.
- Creates positive team environments, providing clear communication and guidance.



PERSON SPECIFICATION

Experience

- Minimum two years' experience in designing, managing and evaluating informal learning or creative programmes for children and young people.
- Proven experience of impact monitoring, reporting to funders, and contributing to funding applications.
- Demonstrable understanding of safeguarding responsibilities and experience implementing safeguarding policy in a youth setting.
- Experience of line managing staff, freelancers or volunteers, including performance and wellbeing oversight.
- Awareness of the voluntary/community and youth sector, including national and local challenges and opportunities.

Knowledge & Skills

- Confident in designing workshops and participatory activities with diverse groups of children and young people
- Excellent written and verbal communication skills, including the ability to prepare reports and present information clearly
- Strong planning and organisational skills, with an ability to manage multiple priorities and deadlines
- Competent in using Microsoft Office and digital tools (e.g. Excel for monitoring, PowerPoint for presentations, Word for reporting)
- Ability to engage, communicate and collaborate effectively with stakeholders, including partners, schools, parents/carers, and young people themselves

Personal Attributes

- A self-starter able to work independently and collaboratively within a team
- Flexible and adaptable, with a willingness to take on varied tasks and responsibilities as needed
- Proactive and solution-focused in identifying and resolving challenges
- Committed to inclusive practice, with an understanding of and sensitivity to the needs of diverse communities
- Alignment with the values and mission of Trinity Community Arts, including a belief in the power of arts and culture to create social change

Additional duties

This role may involve other tasks in line with Trinity's direction and day-to-day operations. These will be consistent with the post and agreed as needed. If any such duties become regular, they will be reviewed and added to the job description in consultation between the employee and their line manager.

DBS Check

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

EQUAL OPPORTUNITIES

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing 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 to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, 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 recruitment 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 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.



TRINITY:



Trinity Community Arts Ltd

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www.trinitybristol.org.uk