

## **EBONY STEELBAND & CARNIVAL VILLAGE TRUST**

### **Job Description**

**Job Title: Youth & Activities Manager**

#### **EQUALITY AND DIVERSITY**

Ebony and Carnival Village Trust are committed to equality and diversity in all aspects of employment. All staff and band members are expected to understand and promote our Equality Policy in the course of their work.

#### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all staff and band members in so far as it is relevant to their role. All staff are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Starting salary £30,000 rising to £34,000 subject to performance.

Three year contract with the possibility of extension subject to funding.

### **Overall Purpose of Job**

With a basis in Carnival Arts, the Ebony Steelband Trust & Carnival Village Trust are working together to establish the Yaa Centre in North Westminster as a hub of creativity, learning and social interaction for children and young people. To help achieve this, we are creating a new post of Youth & Activities Manager to work with both organisations. The postholder will also act as Assistant Director for Ebony Steelband.

The post holder's time would be equally divided between the two organisations, with some duties and responsibilities specific to each organisation, but with an overarching responsibility to coordinate and maximise the use of space, time and resources for the stated beneficiaries.

The postholder will ensure that Ebony Steelband and Carnival Village Trust are dynamic, youth-focused organisations, fully engaged with and accessible to local young people; that its premises and facilities are fully utilised in providing young people with positive, creative activity; and that its young members have a range of learning and performance opportunities which enable them to achieve their potential and make full use of their abilities.

### **Job Context**

- The postholder reports to the Hon. Secretary, Ebony Steelband Trust Ltd.
- May have responsibility for specific budgets of up to £10k.
- May have responsibility for line-management of sessional and other staff
- Will be required to work some evenings, weekends and occasional public holidays.

- Has specific Child Protection and Health and Safety responsibilities in respect of youth activity.

### **Main duties and responsibilities:**

Note: this is not an exhaustive list and the postholder will be expected to carry out such other reasonable tasks, which may be required from time to time. Hours will mainly be equally split between the two organisations, dependent on work schedule.

- Devise and manage programmes of classes, workshops, events and activities for young people at the Yaa Centre.
- Pro-actively develop and nurture youth involvement with Ebony and Carnival Village Trust through engagement and liaison with local youth organisations, agencies and schools etc.
- Develop and manage an Arts Award scheme.
- Undertake fundraising, preparing funding applications and liaising with funders and sponsors.
- Assist the Carnival Village Trust Director in building a half term / summer club for children and young people at the Yaa Centre, combining Carnival Arts with Combined Arts.
- For Ebony, arrange, co-ordinate and manage classes, workshops, rehearsals, performances, open sessions and other activities for young people.
- Provide cover for the Directors of Ebony & Carnival Village at Yaa as required.
- Arrange and manage opportunities for public performance for Ebony.
- Develop and service an Ebony Youth Committee which enables young people to play an active role in band management.
- Ensure compliance with all Child Protection and Health and Safety legislation and guidelines.
- Appoint and liaise with tutors and other sessional staff and contractors.
- Maintain appropriate administrative and financial records and provide reports as required.
- Implement monitoring and evaluation procedures and provide reports as required.
- Manage specified budgets.
- Other reasonable duties, within the competence of the postholder.

## Person Specification: Youth & Activities Manager

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Your application needs to show clearly and concisely how you meet these criteria. Please give specific examples wherever possible.

### CRITERIA

#### KNOWLEDGE:

1. Knowledge of youth work and activity development and management
2. Knowledge of Arts Development & Carnival Arts
3. Knowledge of youth work funding and arts funding
4. Knowledge of risk assessment and risk management.
5. Knowledge of Child Protection policy and practice
6. Knowledge of budget management
7. Knowledge of project management
8. Knowledge of the Voluntary Sector
9. Knowledge of a range of IT systems and use of social media

#### QUALIFICATIONS:

Desirable – qualification in Youth Work

**Disclosure & Barring Service – check required**

#### EXPERIENCE:

1. Experience of youth work and arts development work
2. Experience of setting up and managing activities for children and young people
3. Experience of managing a range of different projects.
4. Experience of working in a multi-cultural setting.
5. Experience of working as part of different teams.
6. Experience of financial control and budget management

#### SKILLS AND ABILITIES:

1. Able to take responsibility for project management from start to finish
2. Able to manage and motivate groups of children and young people
3. Able to liaise with a range of culturally diverse organisations

4. Able to manage and monitor budgets
5. Excellent interpersonal skills
6. Good written and oral communication skills
7. Good numeracy skills
8. Ability to develop and sustain good working relationships
9. Ability to work under pressure and effectively manage work priorities
10. Ability to identify and resolve problems and conflicts
11. Ability to work evenings, weekends and public holidays as required

**PERSONAL STYLE AND BEHAVIOUR:**

1. Flexible and adaptable and able to think creatively
2. Able to work independently and as part of a team
3. Demonstrates a high level of commitment and motivation
4. Demonstrates strong interpersonal and networking styles
5. A high degree of personal integrity
6. A high degree of awareness of the needs of children and young people

**Application deadline:**

Applications must be made by 26 September 2018. Please include:

- Covering Letter
- Your CV

Please send these by email to:  
[admin@carnivalvillage.org.uk](mailto:admin@carnivalvillage.org.uk)