

Job Title	Street Arts Outreach Project Coordinator
Accountable to	WHALE Arts Learning and Participation Manager
Personnel responsible for	WHALE Arts Youth Worker, Street Arts Volunteer/s & small team of Professional Artists during street sessions
Location	Wester Hailes, South West Edinburgh
Hours of Work	Thursday evenings (4.30pm-8.30pm) with additional hours for holiday provision, 5 hours per term planning, training and supervision
Rate of Pay	£20 per hour

Summary of Post

Background Information:

WHALE Arts Agency

WHALE Arts Agency is a community arts organisation based in the purpose built WHALE Arts Centre in Westburn, Wester Hailes. We provide arts activities for over 1,300 children and adults a year that inspire change for people and their community. We are a company limited by guarantee with charitable status, working within the voluntary sector. We are currently looking to recruit freelance artists to support our unique and successful Street Arts outreach project.

Street Arts

Street Arts is an innovative and ambitious outreach project that delivers high quality arts activities for young people (5-16 years) on the streets at several priority housing estates in Wester Hailes, Edinburgh.

The project works with hard to reach young people with the aim of reducing the levels of anti-social behaviour in the area by providing them with positive, diversionary arts activities which address some of the issues affecting their lives. We also want them to have fun, be inspired and enjoy a range of art forms.

Street Arts sessions run on Thursday evenings from 4.30pm-7.30pm each week and involve staff going out to meet and work with young people on the street. Preparation before sessions and evaluation after each session also takes place each week. Sessions last approximately 20 minutes in each location and take place come rain or shine!

The staff team for the Street Arts Project includes the Project Co-ordinator and Project Youth Worker who support a core team of professional artists to deliver activities (usually one artist per session). Past sessions have included street and pop dance, visual art, music, poetry, beat boxing and creative writing.

The Street Arts Outreach Project Coordinator will be responsible for managing the Street Arts team, programming creative activities, engaging with young people and leading creative youth consultation sessions throughout the programme to involve young people in the planning process, giving them the opportunity to share their opinions about the project and their ideas for future activities.

Main Activities and Key Responsibilities

Project Planning and Session Preparation

- Work closely with WHALE's Learning and Participation Manager to help plan and develop the Street Arts programme on an ongoing basis
- Timetable and programme artists and arts activities for Street Arts in response to creative/artistic demand and feedback from young people on a termly basis
- Be first point of contact for artists – booking for sessions, answering queries, ensuring appropriate resources/requirements in place. Ensure a contingency plan if artist unable to attend session (alternative artist/activity) or severe weather prohibits session. Contact WHALE Arts team to update on any change of plans.
- Update and manage the Street Arts Facebook page with the project Youth worker.
- Prepare for the weekly programme of activities including organising session resources.
- Brief all staff, volunteers and artists at the beginning of each session relating directly to the session aims and objectives
- Coordinate the programme of creative activities including youth consultation
- Take part in relevant professional development training including Outreach Staff Training and Child Protection Training
- Liaise on a weekly basis with the Learning and Participation Manager regarding information on relevant youth provision, education or training opportunities at WHALE Arts, the local area and city wide in order to help sign post young people onto these programmes
- Work with the Learning and Participation Manager to complete Risk Assessments for the outreach project and comply with these at all times in sessions

During Sessions

- Manage the weekly programme of creative activities
- Manage session resources including WHALE's digital camera, mobile phone, Street Arts bag which includes the project folder and the art materials needed for the session (along with the artist)
- Support timetabled artists/tutors to deliver sessions
- Motivate, encourage and support young people to participate fully Street Art sessions
- Manage the project volunteer/s in sessions and work in partnership with the project youth worker
- Facilitate youth consultation with participants after every session, collecting information from young people regarding their participation and ideas for future sessions in imaginative and engaging ways
- Make sure staff comply with Health and Safety procedures at all times on outreach sessions to keep everyone safe including artists and participants
- Work with the project Youth Worker ensuring good understanding and compliance with WHALE Arts Child Protection Policy, Getting It Right for Every Child procedures regarding documenting and reporting disclosures by participants
- Ensure compliance with WHALE Arts policy on documenting and reporting incidents that take place on outreach sessions with regards assaults and/or inappropriate behaviour by staff/artists/participants
- Promote WHALE Arts Street Arts programme to young people aged between 6-15 years of age and to parents and members of the community whenever possible on sessions
- Identify any relevant issues or areas of development that need to be flagged up and report them to the Learning and Participation Manager on an ongoing basis

- Use photography to document each new activity (not every session and while maintaining participant's anonymity) which can then be used on publicity and on the Street Arts Facebook page

Evaluation

- Facilitate discussions with the staff team and artists/tutors at the end of each session as part of the debriefing process, to help identify the session outcomes and to highlight any issues that arose which could be used as the basis to develop work in the future
- Work with the staff team to complete written evaluation forms after each session
- Complete statistical reporting on participant numbers in line with funders and WHALE Arts requirements.
- Document and observe sessions, recording information gathered using agreed tools, measures and indicators of success for project monitoring and evaluation of outcomes.
- Complete reports for funders and WHALE Arts about project progress and outcomes achieved.

Other Duties

- Work in collaboration with the Learning and Participation Manager to curate and promote high quality exhibitions/performances of the young people's work created at the end of each term
- Attend regular Support and Supervision sessions with the Learning and Participation Manager

The successful candidate will be subject to a PVG.

WHALE Arts Agency operates an equal opportunities employment policy. Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.

Job Title	Street Arts Project Coordinator
Accountable to	Learning and Participation Manager
Personnel responsible for	Freelance Artists and Street Arts Youth worker during sessions
Location	WHALE Arts, 30 Westburn Grove, Edinburgh , EH14 2SA
Hours of Work	Thursday Evenings (4.30pm-8.30pm) with additional hours for holiday provision, 5 hours per term planning, training and supervision

Person specification

Skills	<p>Excellent interpersonal and communication skills and ability to approach and engage young people through outreach work</p> <p>Good time management and initiative</p> <p>Willingness to work evenings and occasional days/weekends as required.</p> <p>Interest and understanding in the arts, particularly in a community and development capacity</p> <p>Ability to build rapport, engage and support children and young people</p> <p>Ability to support young people with additional support needs</p> <p>Ability communicate ideas, encourage participation and enable young people to learn new skills</p> <p>Ability to work in a team</p> <p>Effective time management</p> <p>Ability to evaluate outcomes against expectations</p> <p>Enthusiastic about arts programmes for young people</p> <p>Ability to support young people with challenging behaviours</p>
Experience	<p>Educated to Degree level in art, youth work, teaching or similar subject</p> <p>Experience of working with young people on a variety of community based art projects</p> <p>Experience of working with young people through outreach and street work projects</p> <p>Experience of managing a programme of creative activities, with a flexible approach to working</p> <p>Knowledge of the issues that affect young people living in areas of deprivation</p> <p>Experience of managing a staff team including volunteers and artists</p> <p>Experience of facilitating consultation sessions with young people using creative methods</p> <p>Experience of monitoring and evaluation processes using creative methods</p> <p>Experience of working with a range of children and young people, including those from disadvantaged areas, BME communities, those who have faced challenging life circumstances.</p> <p>Experience of working with children and young people with disabilities and additional support needs.</p> <p>Experience of supporting young people to engage in planning , developing and evaluating projects</p>

Knowledge	<p>An awareness of health & safety issues and risk assessments</p> <p>An understanding of Equal Opportunities</p> <p>An understanding of Child Protection issues and training in Child Protection.</p> <p>An Enhanced Disclosure Scotland check or PVG check (a new check will be arranged for the successful applicant)</p>
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