

# London and Brighton Programmes Officer

## Application Pack

June 2023

### About us

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

#### Our values

- We are bold, actively changing UK culture in a big, far-reaching way

- We are optimistic about the future and celebrate the best in human nature
- Community is fundamental to our existence and the success of our mission

Read more about our life-changing work in our Impact Report: <https://www.arts-emergency.org/about-us/reports>

78% of mentees expanded their network

## **What we do**

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”

Deji, Young Talent

Find out what our mentors and mentees have to say about us:

<https://www.youtube.com/watch?v=YfGpqEFQfO4&list=UUDgi0ANbxM0t8aKSpxgjdpg&index=12>

## **Our plans for the future**

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In 2022, we conducted a strategic review to inform our direction and update our mission and impact. We recruited a new Chair and new board members to help us achieve this and welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. Additionally two Youth Collective members serve on the board as Young Trustees.

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we're aiming to work with up to 2,000 young people by 2024/25. We've identified ten priority areas across the UK that meet a combination of eligibility and viability criteria for new projects.

Our Community programme is also growing to support our Young Talent with their career progression and personal development. We will enhance our work experience and paid work opportunities in partnership with creative and cultural organisations, and offer each young adult on our programme tailored CV, interview and employability support.

Read more about our plans in our Vision document:

<https://www.arts-emergency.org/files/policies-and-guidance/2019Vision-Doc.pdf>

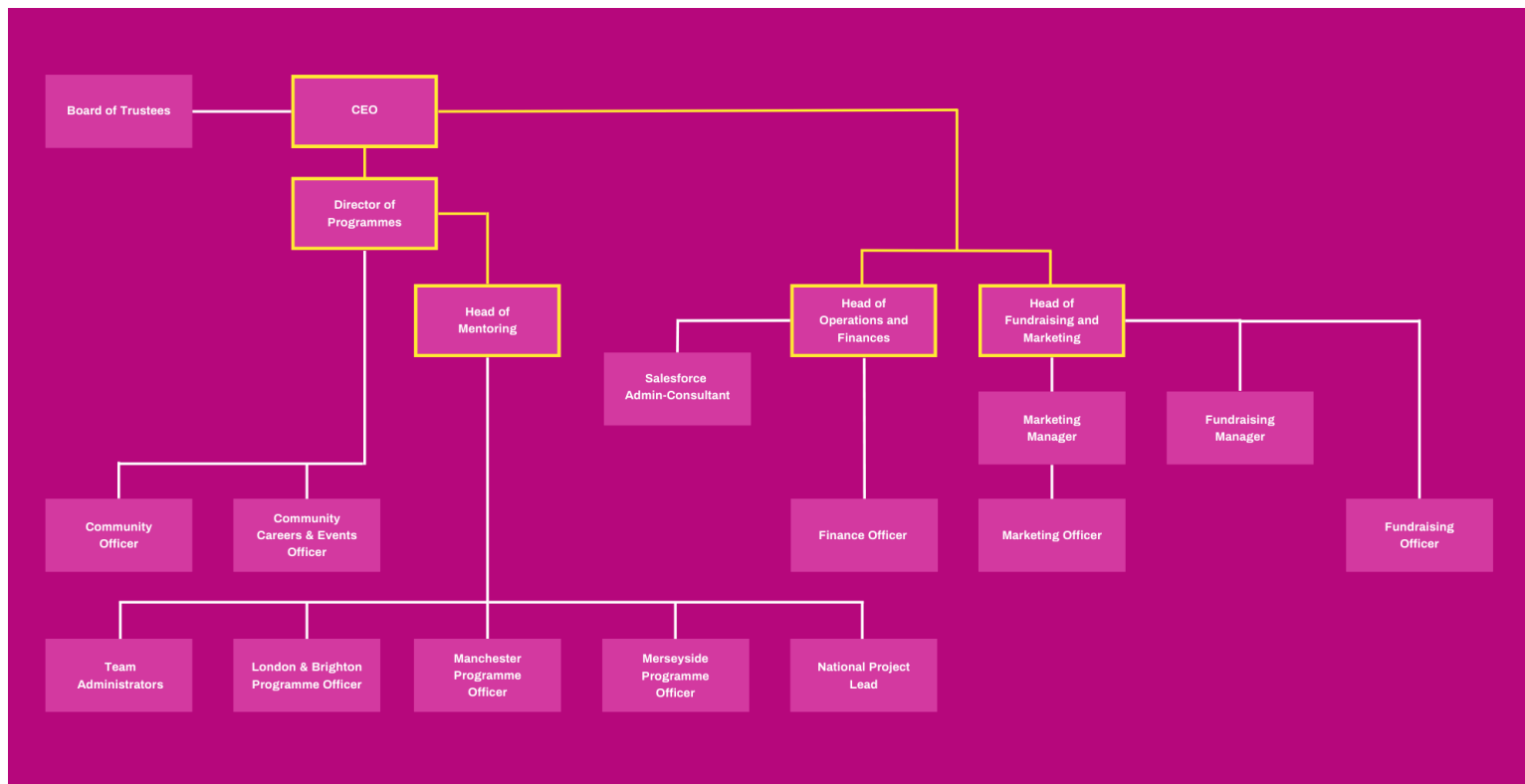
## **Our team**

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the better, in such a short time.”

Yomi Adegoke - Writer, Journalist, and Board Member

Meet our team: <https://www.arts-emergency.org/about-us/our-people>



## **Commitment to equality and diversity**

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes. When we recruit we will always: show the salary, pay a living wage, and won't demand a degree as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well connected. I love Arts Emergency because it

works to bridge this gap. To create the opportunities that have been taken away”

Julie Hesmondhalgh, Actor

We are committed to the employment and development of disabled people. We guarantee to interview anyone with a disability whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have a disability we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements. If you'd like to discuss any access needs or adjustments please get in touch.

## **London and Brighton Programmes Officer**

Permanent, Full-time Monday-Friday

£26,250 per annum (plus 3% pension contribution)



Arts Emergency operates a 35-hour week, we will consider compressed or annualised hours

### **About the role**

Arts Emergency have been supporting young people through our mentoring programme since 2011. During that time, we've seen a huge community of mentors from across the UK's creative industries come together to support over 1,500 underrepresented young people to pursue higher education, creativity and careers.

As the London & Brighton Programmes Officer, you will be working directly to recruit, match and support mentoring pairs in the two regions. The majority of the work takes place in London, and the Brighton cohort is much smaller than the London one (around 15% the size).

This is a busy, fun, and super rewarding role where you'll get to work independently while being supported by the Head of Mentoring, your Programmes team colleagues, and the wider Arts Emergency team around the country.

This role sits within the Programmes team and reports to the Head of Mentoring.

### **Working Conditions**

The role can be home or office based, or hybrid. Arts Emergency's head office is at Unit W3, 8 Woodberry Down, London N4 2TG.

Regular travel within London and Brighton is expected as part of programme delivery. We will occasionally ask you to travel to other offices or locations for training and whole-team or departmental away days. Travel expenses will be covered, and we will

offer remote options when necessary, and ensure accessibility requirements are taken into account.

There may be occasional evening and weekend work. We operate a time-off-in-lieu system.

### **Key tasks**

- Recruit and maintain a network of volunteer mentors, in collaboration with the wider mentoring and Arts Emergency team
- Organise mentor training events and carry out necessary safeguarding measures including enhanced checks with the Disclosure and Barring Service (DBS) for volunteers
- Promote the opportunity with partner schools, colleges, and other referral partners

- Manage existing relationships and develop new ones with partner schools, colleges, and other referral partners across London and Brighton
- Manage application and onboarding processes effectively
- Ensure the best possible mentor matches for students and provide high quality support throughout their 12 month mentoring relationship
- Develop value-added opportunities for mentees to gain first hand knowledge and experience in their fields of interest, and to achieve their personal goals
- Monitor the programme and share updates proactively with the Head of Mentoring, including reading and response to mentor reports
- Organise off-boarding events for mentor pairs
- Represent Arts Emergency at events, developing relationships with supporters and cultural organisations and acting as an ambassador for the charity's work

- Ensure compliance with all relevant policies and procedures, flagging causes for concern with the Head of Mentoring and Designated Safeguarding Officer (DSO) if needed
- Work with the wider team to curate monthly newsletters, sharing opportunities with London based mentees
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Maintain the ethos and values of the charity and positively
- promote the work and activities of the charity at all times

### **Key Results/Objectives**

- There are sufficient volunteer numbers for the project to commence
- Schools understand the benefits of the programme and sign a memorandum of understanding

- School recruitment is carried out and there are sufficient applications received for the project to commence
- All eligible applicants have been met individually (either digitally or in person) to assess need and address expectations
- Sufficient mentors have been trained, and enhanced DBS certificates and safeguarding measures are in place for those matched, in accordance with our safeguarding policy
- Accurate records are kept on Salesforce, with reports regularly received from volunteers
- Value added opportunities are offered regularly to individuals and through the mentee newsletter
- Communication with the wider Arts Emergency team is clear and proactive, issues are addressed quickly, and progress is reported on regularly

- Feedback from both mentors and mentees are largely positive, and show significant impact, with a majority of mentees finishing mentoring and feeling positive about their futures

## **Person specification**

### **Qualifications**

- No specific qualifications are required for this role

### **Experience**

#### Essential

- Experience working with young people aged 16-18.
- Project management experience, ideally within a frontline delivery context
- Volunteer management and/or recruitment
- Delivering projects in a related field (e.g. outreach, creative, education, events, marketing and recruitment)

## Desirable

- Experience within a youth or arts organisation running projects for young people
- Experience of marketing or fundraising
- Working as part of a small team or start-up
- Experience of independent working.
- Experience working with schools and/or cultural sector professionals

## **Skills/competencies**

### Essential

- Capability in Microsoft Office programs, web based apps (e.g. email/social media)
- Excellent interpersonal and relationship building skills, to interpret the needs of young people and to support volunteers
- Good presentation skills and the confidence to explain and sell our work to prospective supporters and volunteers, both digitally and in person
- Good administrative and organisational skills



- Time management skills - the ability to work to deadlines, and under pressure, balancing several priorities at once
- Excellent attention to detail and accuracy in recording important information

#### Desirable

- Capability in Salesforce and the Google Suite
- Creative thinking – with the ability to recognise and capitalise on local opportunities to support our students, and recruit supporters

### **Knowledge**

#### Essential

- Local knowledge of:
  - issues affecting young people (e.g education, poverty, crime, mental health)
  - creative and cultural industries

#### Desirable

- Knowledge of the further education sector or higher education sector.

- Careers guidance knowledge

## **Personal qualities**

### Essential

- A commitment to upholding our values of being bold, optimistic and community-led
- A 'can-do' attitude
- Passionate and driven to make a positive impact on the world
- Always learning: a self-starter, motivated, eager to learn
- A people person, inspirational and brilliant working closely with multiple stakeholders
- Team oriented but takes individual responsibility
- Resourceful and embraces challenge and change
- You will need to have the discipline to work independently and communicate proactively with the wider team
- Willing to work flexibly to best meet the project's changing needs

Desirable

- A demonstrable passion for social justice and experience of activism or campaigning for a cause

## **How to apply**

If you have any questions, you can contact the Joe Burton, Head of Mentoring, at [joe@arts-emergency.org](mailto:joe@arts-emergency.org)

If you would rather submit via audio recording, you can send these to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) or you can email us to ask for support.

1. Download and fill in the application form. <https://www.arts-emergency.org/jobs>

The application includes two parts. In Part One you will provide personal details. Part Two asks for information relating to your job history and relevant qualifications, plus questions in relation to the job specification.

2. Click here to complete our Equality and Diversity Monitoring Survey.\*

<https://www.surveymonkey.co.uk/r/B888VTG>

3. Once completed, please send the application (Parts One and Two) to

[jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) by 09:00am Monday 19 June 2023 with AE-LBPO in the subject line.

If you have any questions about the application process or the role, please contact

[jobs@arts-emergency.org](mailto:jobs@arts-emergency.org)

Please see our Privacy Policy to find out more about how we handle your data:

<https://www.arts-emergency.org/privacy-policy> You'll also find further information within the application form.

\*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.

## **Contact us**

+44 (0)20 7683 1077

jobs@@arts-emergency.org

[www.arts-emergency.org](http://www.arts-emergency.org)

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