

Bangladesh Youth League / Centre for Youth and Community Development (CYCD)

JOB DESCRIPTION

JOB TITLE: Children's Arts Participation Worker

RESPONSIBLE TO: Project Co-ordinator

PURPOSE OF POST: To manage and support the delivery of children's expressive arts as set out in the Project Delivery Plan, recruiting children and facilitating performances.

PROJECT: Ami Sylheti Bangali Project

HOURS PER WEEK: 15 hours per week

SALARY: £12,480 - £12,854
public holidays

ANNUAL LEAVE: 8.5 days per year plus

LENGTH OF CONTRACT: 2 years
required for this post.

A Disclosure & Barring Check (DBS) is

Principal Responsibilities

1. Plan and facilitate the delivery of children's Sylheti expressive arts (singing, dancing and poetry/spoken word) as set out in the Project Delivery Plan.
2. Manage, supervise and support project staff who are part of the expressive arts element of the project.
3. Recruit and support volunteers to assist with the delivery of workshops and events.
4. Facilitate training and awareness-raising on Bangla heritage, culture and history to help children understand the context of the songs, dances and poetry they will be learning and performing.
5. Network with other Bangladeshi community organisations and local schools to raise awareness of the project and how children can be involved.
6. Work with the Project Co-ordinator to manage and deliver performances as part of the project's exhibitions, events and celebrations at Bangladesh Youth League (CYCD) and other community venues in Luton.
7. Attend staff meetings and facilitate Arts Team meetings.
8. Collect attendance registers, monitoring data and produce narrative reports for the Project Co-ordinator as required.
9. Follow Bangladesh Youth League's Policies and Procedures, ensuring the health, safety and wellbeing of all participants, and promoting Equality, Diversity & Inclusion.
10. Maintain timely and accurate records, preparing data-rich monitoring and progress reports.
11. Ensure all aspects of project delivery are monitored, recorded and evaluated in line with good practice, Best Value guidelines and funder requirements.
12. Ensure the health and safety of staff, volunteers and visitors, including the protection of children and young people in line with BYL's Health & Safety and Safeguarding Policies.
13. Manage and be accountable for delegated budgets and petty cash, ensuring organisational financial procedures are followed.
14. Ensure all work is carried out in line with BYL's Equality, Diversity & Inclusion Policy and Environmental Sustainability principles.

Person Specification

Education & Qualifications

- GCSEs A–C in English and Maths (or equivalent)
- Educated to Degree level or able to demonstrate significant experience in a project management role

Skills & Experience

- Experience in a leadership role, preferably within the voluntary sector
- Project management skills and experience including managing staff, volunteers, outcomes and results
- Experience of coordinating and delivering expressive arts-based projects, particularly with participants from Bangladeshi or wider BME heritage
- Ability to speak and communicate in Bangla as well as English
- Experience of working with and managing artists
- Experience delivering community-based projects
- Experience managing staff effectively
- Experience managing volunteers including recruitment, induction, support and retention
- Skills and experience of monitoring and reporting systems enabling the collection of key data and producing data-rich reports
- Skills and experience of marketing and promotion to a variety of audiences including design of materials and liaison with design professionals
- Strong communication skills with trustees, staff, volunteers, participants and the wider public
- Experience managing and monitoring policies and procedures and communicating these to staff and volunteers

Other Attributes

Flexible and adaptable

Attention to detail

Team leader

Able to work to deadlines and under pressure

The post holder will practice and promote fair and equal treatment of project participants, employees, volunteers and members of the public throughout the course of performing all duties contained within this job description.

Because of the nature of the work, it will be necessary for police checks to be undertaken. Therefore, it is essential in making your application you disclose whether you have any convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.