



## Ideas Test Youth Programme Manager: Job Description

### About Ideas Test

Ideas Test is an action research project working in Swale and Medway as part of Art Council England's flagship national Creative People and Places programme.

Our mission is to empower communities in Swale & Medway to live more creative lives.

Our aims are to:

- Increase arts participation by supporting more people to get involved in arts and creativity as amateurs or professionals; consumers and creators
- Strengthen community leadership by supporting local people and communities to take the lead in creating sustainable projects
- Develop the professional and amateur arts community by helping to create networks, providing development and learning opportunities, and supporting the conditions in which innovation and collaboration can thrive

To achieve that we will:

- work with and create links between individuals and organisations from the arts sector and elsewhere across the professional, amateur and voluntary sectors
- listen and respond to what we learn and take advantage of new opportunities
- aspire to supporting the creation of the highest quality art and arts experiences

This opportunity relates to one core target demographic of young people aged 14 - 25 and commissioned work with schools and youth settings

To find out more about Ideas Test, visit our website [www.ideastest.co](http://www.ideastest.co)



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## Job Description: Youth Programme Manager

**Role:** Working closely with both internal and external partners in Swale and Medway the Youth Programme Manager will develop and manage creative events and programming for young people aged 14 - 25 within our geography.

You will be responsible for managing all current projects and work with local partners to develop further creative projects.

### Responsibilities:

- Develop and manage programme content, including line managing project teams
- Ensuring that funded activity for young people meets internal and external programme targets, and programme aims
- Maintaining and developing strong partnerships with our Arts Council, Bridge organisation, local authority and Local Cultural Education Partnerships.
- Playing an active role in Ideas Test work in Swale and Medway with opportunities to contribute to other areas of activity.
- Delivery of Arts Award and management of Ideas Test as an Arts Award centre.
- Writing and contributing to fundraising for youth programme activity.
- Data gathering and record keeping to track the impact of the programme.
- Other tasks and event support as required by the organisation.

### Person specification:

- Experience of working with young people in a professional role
- Experience of delivering projects to a high standard, including working in partnership with external stakeholders
- An understanding of issues and opportunities related to the Creative People and Places Programme, the Arts Council England programme that is the principal funder of Ideas Test
- Qualified Arts Award Advisor (or willingness to train).
- Excellent communication, interpersonal and presentation skills
- Understanding of diversity and inclusion and ability to engage and work successfully with young people in our local communities
- The ability to manage a complex and varied workload
- Experience of reporting, budgeting, evaluation and impact measurement.



**Location:** The main place of work is currently the Ideas Test office at 34 High Street, Sittingbourne, but preparedness to hot desk / work flexibly with travel to events/meetings at other locations is required.

**Management:** you will report to and be supported by the Director and will be accountable through her to the Ideas Test Consortium/Board.

**Contract period:** This role is a 4 month fixed term contract in the first instance. The role will be subject to a monthly review. The contract will start on appointment.

**Salary:** Salary £22-25,000 depending on experience and for four months in the first instance.

**Holidays:** 25 days holiday per year pro rata plus bank holidays.

**Working Hours:** This is a full time role, 37 hours per week excluding breaks, and due to the nature of this programme, some flexibility in terms of working hours is required. This will include some evening and Saturday working (with equivalent time off in lieu).

**Employer:** The Youth Programme Manager will be employed by Swale CVS on behalf of Ideas Test.

*Ideas Test is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their class, race, sex, disability, religion/belief, sexual orientation or age.*

## How to apply:

Please send a covering letter (no more than 2 sides A4) summarising your interest in the post and how you meet the person specification, together with a comprehensive CV demonstrating relevant experience to [contact@ideatest.co.uk](mailto:contact@ideatest.co.uk).

Closing date for applications is 12.00 noon on 2nd September

Interviews will take place on 4th September.



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**CONFIDENTIAL - Equal Opportunities Information:**

In compliance with our Equal Opportunities and Diversity Policy, we are monitoring job applications to make sure discrimination does not occur. This information is not used in shortlisting applicants for interview. The information provided by you will be held in accordance with the Data Protection Act and will be used solely in connection with recruitment and equalities monitoring.

Job applied for			
Your postcode			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say
Sexuality	<input type="checkbox"/> Heterosexual  <input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay  <input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
Ethnicity	<input type="checkbox"/> White British  <input type="checkbox"/> Mixed/multiple ethnicity	<input type="checkbox"/> Black/Black British  <input type="checkbox"/> Other (please state)	<input type="checkbox"/> Asian/Asian British  <input type="checkbox"/> Prefer not to say
Age	<input type="checkbox"/> 16-24  <input type="checkbox"/> 25-34  <input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54  <input type="checkbox"/> 55-64  <input type="checkbox"/> 65+	<input type="checkbox"/> Prefer not to say
Disability	<p>Do you consider yourself to be disabled under the Disability Discrimination Act?</p> <p>(The Disability Discrimination Act (1995) defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.)</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
What is the nature of your disability? (optional)			

