

## TMC Application Pack

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### Introduction

This pack has been pulled together to help provide you with everything you need to apply for the post of Youth Programme Coordinator.

### How to apply:

1. Read the information about TMC and about the role we're recruiting to
2. Send your completed application form in **WORD** to [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com)

The closing date for applying is 9am on Monday 10<sup>th</sup> June 2024. Interviews will be held on Thursday 20<sup>th</sup> June 2024 via Zoom.

Best of luck!

**The Mighty Creatives (TMC) Team**

## WELCOME TO THE MIGHTY CREATIVES!

Established in 2009, The Mighty Creatives is a charity which has transformed the lives of children and young people through arts, culture and creativity. Based at the heart of the cultural quarter in Leicester, we have served children and young people’s communities across the Midlands, reaching across the UK and Internationally through our partnership work.

### Our Vision and Mission

It is crystal clear to many that the arts, creativity and cultural education have a fundamental role in supporting young people in countering the impact of social injustice. That need has become more demanding in recent years, and we now need to ensure that this is expressed at the heart of our vision:

#### Social Justice for young people through arts, culture and creativity

To achieve this vision, our mission has four strategic objectives (SO) and associated SMART outputs over the five years of this business plan as follows:

SO No.	Strategic Objectives
SO1	To transform the lives of our beneficiaries through one-to-one and group-based <b>Creative Mentoring services</b> .
SO2	To provide support, advice and opportunities to employers which assist our beneficiaries’ employment prospects and enterprise opportunities through our <b>Mighty Employers Services</b> .
SO3	To inspire our beneficiaries to express themselves through the power of creativity and to work with other stakeholders to support best practice, youth-led approaches which foster meaningful cultures that place youth voice at the heart through our <b>Youth Voice services</b> .
SO4	To sustain and grow investment in our work from across the UK and internationally.

### Our guiding principles

1. **We will listen and act:** embedding children and young people’s voices throughout our work from conception of programme to delivery and governance and we will encourage others to do the same.
2. **We will work collaboratively:** partnership working is central to the work we develop to improve creative outcomes and cultural opportunities for our region’s children and young people.

3. **We will respond to need:** we focus on nurturing and supporting the creativity of children in need and those working for them to promote high quality cultural practice.
4. **We will champion Equality, Diversity and Inclusion:** we stand in solidarity with the Black Lives Matter Campaign and all marginalised communities across the world and will use our voice to speak out against injustice. We commit to listening, learning and taking action to improve access to creative opportunities for our region's children and young people.
5. **Engagement with artists and educators** is driven by a personalised, person centre pedagogy in which mentoring, and coaching play a fundamental role in generating personal change.
6. The **creative voices of young people** will be at the heart of the creative or cultural experience.

### **Our Values**

Our values are inspired by the work of Munira Thobani and her work on the Thobani 6C Self Audit Tool©

1. **We seek Coherence in our work:** Social justice, equality and equity matters to us. We constantly review and refresh the narratives of why equality matters to us in our professional (and political) practices. We strive to have a coherent vision and set of values on equality and share this vision with your stakeholders. We set out our equality objectives to support us in delivering our purpose fairly and equitably.
2. **We seek to raise Consciousness** in our work: by increasing knowledge, understanding, awareness and empathy. We strive to improve our awareness of our privilege and possible complicity in maintaining discrimination and disadvantage.
3. **We are committed** to tackling inequality and disproportionality in all its forms.
4. **We strive to find the courage** to challenge the status-quo in perpetuating discrimination and inequality. We strive to act and influence the ways which can shift the balance of power and privilege in our work and build our courage by connecting and networking with the individuals, groups and organisations who are tackling discrimination, inequality and disproportionality.
5. **We seek Connectedness** with self-organised equality seeking groups and draw strength from being an ally by working in tackling discrimination that is direct, indirect and or inter-sectional.
6. **We prioritise Co-production** by developing leadership models which lead and empower others so that their contributions to achieve greater equitable outcomes for all our communities. We ensure there is accountability of everyone in the organisation to act consistently with achieving our organisational purpose and equity ambitions.

We strive for these values to be evident in all aspects of our organisation: governance, leadership, programmes, income generation and operations and processes.

Our Theory of Change explains how we will work strategically and collaboratively to achieve and demonstrate our strategic outcomes for children and young people in need. It provides a

summary of the changes that will occur and provides the context for our programme development and delivery plans.

Starting with the problem statement, *“Children and young people living in challenging circumstances experience significant social injustice, including heightened isolation, lack of stability, compromised mental health, lower attainment and lack of opportunities to experience the personal, social and economic benefits of the arts, culture and creativity”.*

Our desired long-term goal is to gain social justice for young people through creativity. This will result in children and young people feeling more confident and resilient; empowering them to influence decision making that affects their lives, speak out against injustice and build aspirations that will shape successful futures.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

[www.themightycreatives.com](http://www.themightycreatives.com)

## EQUALITY AND DIVERSITY

The Mighty Creatives values diversity and is fully committed to promoting equality of opportunity, recognising that people are an extremely valuable resource for the organisation. The Mighty Creatives is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

### Our Diversity Statement

The Mighty Creatives' believe that the way we act and the things we do have an effect on the world around us. To make sure this effect is a positive one we believe in continuously reflecting on our day-to-day activities, beliefs and values in order to challenge stereotypes and assumptions that may guide our decision-making and action-planning. This is why we use critical thinking and imagination in our planning, evaluation, reporting and performance management processes. This practice helps us to take more risks and challenge our own and the sector's perceptions. As part of this, we are committed to co-production, and to championing and listening to the voices of children and young people.

### Our commitments

The Mighty Creatives endorses the statutory obligations required by legislation, best practice codes and expectations of our funders, staff, participants and partners in the areas of sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, ethnic origin, nationality, socio-economic status, religion or belief, disability or age.

We are committed to providing a working environment in which all of our people are able to realise their full potential and to contribute to the charity's success. We are working towards best practice recruitment based on equal opportunities in order to diversify our paid and volunteer workforce and boards and pursue workplace practices, policies and procedures that enable all The Mighty Creatives to thrive.

We will actively create a culture of inclusion across our programmes and services. We will collaborate with the communities we work with to celebrate the talents of all the people and make a positive impact. We will challenge discrimination and prejudice where we find it. We will actively identify, champion and share good practice.

We are committed to doing this as we see that it will improve benefits to participants, deliver better quality of services and improve the effectiveness of our organisation.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Employment practices and procedures will be reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

## RECRUITMENT OF EX-OFFENDERS

The Mighty Creatives undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Mighty Creatives can only ask an individual to provide details of convictions and cautions that The Mighty Creatives are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Mighty Creatives can only ask an individual about convictions and cautions that are not protected and are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

## DBS

Some activity delivered by The Mighty Creatives staff may fall under 'regulated' activity. In this case staff carrying out these roles will require an Enhanced DBS with a check of the barred list. For The Mighty Creatives this is most likely to apply to direct delivery with children and young people such as residential activity but may also apply to project and programme activity. There may be a lower level of check required in some areas of our work where all regulated activity criteria are met **apart** from the number of times the activity is

carried out in a month. In this instance we will carry out a Standard DBS check. Decisions about when we DBS check will be made on a case by case basis and regularly reviewed.

### Benefits

We offer our staff a number of different benefits these include pension, 25 days annual leave (pro-rata) plus bank holidays and Christmas office close down. You will get a day off for your birthday, we offer staff the opportunity to undertake up to 14 hours (pro-rata) of volunteering or personal development time each year. We also offer staff the opportunity to take one day a year as a Spiritual, Moral, Social & Cultural Day. We offer access to Sodexo Employee benefits, which gives discounts off things like shopping, cinema tickets and restaurants. We are a member of a cycle to work scheme. We provide access to an Employee Assistance Programme.

**The Mighty Creatives is an accredited Living Wage Employer. This means that we are committed to ensuring anyone who works with us will earn a real Living Wage.**

### The Role

The job description for the role can be found below, which provides more detailed information about the main duties and responsibilities.

You will be joining our Programme Team, which is led by our Head of Programmes and includes our Programme Manager and four other Programme Coordinators.

## JOB DESCRIPTION

### Programme Coordinator

#### Summary Details

Job Title:	Programme Coordinator
Salary:	£25,114 FTE plus contributory stakeholder pension, pro rata for part-time
Hours:	Full-time 35 hours per week (excluding an unpaid lunch hour) plus occasional evenings and weekends.
Location:	LCB Depot, 31 Rutland Street, Leicester, we offer hybrid working which would need to be discussed and agreed. Hybrid working can entail a balance of working from the office, from home or other remote location as appropriate, with occasional regional/national travel.
Permanent/fixed:	Fixed term to 31 <sup>st</sup> March 2026

Responsible to: Programme Manager

Works Closely with: Head of Programmes, Programme Coordinators x 4

Holiday: 25 days plus statutory public holidays plus 3 discretionary days at Christmas, pro rata for part time hours

Notice period: Minimum 1 month

### Working with us

The Mighty Creatives is a children and young people's Charity. Based in Leicester, our staff team pulls together creative professionals from a range of backgrounds to design, lead and champion change-making partnerships, programmes and initiatives with and for children, young people and those who support them.

In addition to the core team, we work with an increasingly wide range of experts to benefit from their specialist skills. This includes finding ambitious ways of collaborating with children and young people themselves, benefiting from their creativity and capacity for innovation.

Your key roles and responsibilities are listed in the following section. It is not an exhaustive list, but it will give you a feel for the kind of work you will do.

### Portfolio

We want you to use your creativity to help children, young people and adults transform their lives, the services they use and the communities they live in. This role will focus on the delivery and development of Youth Programmes and initiatives across the organisation and support the wider activity of the charity where needed.

### Key Roles and Responsibilities

#### Programme Coordination:

- Coordination and delivery of the TMC Programme, including but not limited to the following projects, Creative Mentoring, Youth /Board.
- Recruitment of young people to engage in our on-going work.
- Build and manage systems and processes to deliver high quality events, products and programmes.
- Support the development and delivery of a robust evaluation process for Creative Mentoring and specific, allocated projects. This includes ongoing monitoring, interviews with mentors and case study writing where appropriate.
- Support with devising, preparing and delivering presentations, events, workshops and training activities for children and young people and those working with them.

- Support with the referral assessment process for our Creative Mentoring service.
- Support with embedding Youth Voice across The Mighty Creatives programmes.
- Support with Communications and Marketing across Youth Programme activity.
- Contract support and liaising with referral partners.
- Invoicing.

#### **Programme Administration:**

- Supporting recruitment of Creative Mentors alongside Programme Manager. This includes:
  - Liaising with applicants,
  - Coordinating interview times and slots,
  - Communicating with successful/unsuccessful applicants on behalf of the Programme Manager,
  - Support with collating essential documents for the role from successful applicants.
- Supporting the contracting of Creative Mentors, including but not limited to:
  - Issuing Partnership Agreements and Service Agreements to referral partners to secure Creative Mentoring places,
  - Preparing contracts and contract amendments to Creative Mentors, and supporting the Business Manager with the issuing of them.
  - Processing invoices (including sending reminders) for Creative Mentors,
  - Supporting the coordination of traded services, including:
    - Issuing invoices to commissioning partners at agreed instalments,
    - Supporting the monitoring of traded places.
- Supporting the budget management, with the support of the Programme Manager, including but not limited to:
  - Keeping budgets up-to-date according to contracts and services,
  - Sending payment reminders to contractors and Creative Mentors.

#### **Programme and events support where needed:**

- Liaise with venues, delegates and facilitators to ensure all arrangements are confirmed for network events.
- Support ongoing correspondence with delegates.
- Work closely with the other Programme Coordinators to ensure all events are delivered successfully.
- Support with the preparation of delegate packs, information and resources for sessions.
- Track and analyse engagement data of key programmes through our CRM to support day to day delivery.
- Support with case studies across programmes.

#### **CRM:**

- Logging attendance, grants and engagement with programme through the CRM.
- Providing support as needed to users of the Creative Mentoring CRM portal
- Supporting the day-to-day maintenance of data on the CRM.

- Ensure that relevant systems are updated with attendance, permission and evaluation information in a timely manner.

**Any other business:** contribute to the life and work of the charity, get stuck into a range of activities, super-charge our values and help us grow.

## Person Specification

### Essential

- Coordination and collaboration across teams and with children and young people.
- Programme and event coordination and administrative support.
- Information coordination and systems development.
- Data management, analysis and reporting, e.g. preparing project reports, inputting into the CRM.
- Monitoring and evaluation, data collation, analysis and impact reporting.
- Devising, preparing and delivering presentations, workshops and training activities for children and young people and those working with them.
- Project communications and advocacy, e.g. collating data and testimony.
- Excellent communication skills in writing, presenting.
- Computer literate with a good working knowledge of Microsoft IT packages
- An enthusiastic self-motivator with a proactive, methodical and organised approach to work.
- Ability to work productively and efficiently in a fast-paced environment and deal with requests and demands from multiple stakeholders.
- Ability to work on own initiative, using this initiative to anticipate and resolve problems, and prioritise a complex range of tasks with minimum of supervision.

### Desirable

- 1-2 years' experience in a similar role.
- Good understanding of the challenges facing children and young people living in challenging circumstances.
- Good understanding of educational and youth settings and their needs.
- Experience of co-production and developing work by, with and for children and young people from 0-30.
- Experience of mentoring and facilitating young people 5 – 25.
- A good understanding of safeguarding procedures.
- Knowledge and experience of using Salesforce.
- Work experience and wider industry knowledge in at least one of the following areas:

- Education (any age or ability range, formal or informal settings);
- Youth and community settings;
- Creative and cultural industries;
- Social or private enterprise;
- Public services.

8<sup>th</sup> May 2024

If you want to get a feel for what we're up to, you can also find us on



@MightyCreatives and on

