

# PITZHANGER

MANOR & GALLERY

## **Young People's Group Coordinator**

### **ROLE**

The Young People's Group Coordinator will lead the research, development and pilot of a young people's group for under-represented young people in Ealing, to support their development, experience and skills in the cultural sector, and support the building of this new audience for Pitzhanger.

Collaborating with the Learning, Curatorial, Communications, Development and Operations teams, the candidate will research, design, create and support a model of participation and skills development with young people in which their voices and ideas are reflected in Pitzhanger's events and exhibitions programmes in a new and exciting way to ensure we fulfil our key mission: to inspire future generations with art, architecture, and design.

### **CONTEXT**

This is a unique opportunity for an experienced, energetic and hands-on creative youth worker to design and set up a group to support young people to access arts and heritage. Supported by a grant from the Art Fund, you will spearhead the development of a youth group of, by and for young people aged 16-21, support them to take the lead in decision-making, co-producing activities, working with artists, accessing training and producing events, with potential to grow. Ensuring the voices of the young people are heard, you will strengthen engagement with local audiences and youth networks enabling youth voices to be included into future programming. The expectation is that for this first six month period of work the focus will be on research and design of the group and identifying how to recruit members. The Coordinator will report back with proposals at agreed intervals to the Steering Committee. Following agreement on structure of the group, the Coordinator may take plans forward to set up the group and pilot some activities. PMGT will be looking to recruit someone to take on the coordination of the group once established and there will be scope for the Coordinator to apply for this new role.

Pitzhanger Manor is the Grade 1 listed 'country' house of architect Sir John Soane, designed and built by Soane 1800-1804 in what was then rural Ealing, West London.

Pitzhanger reopened to the public following a £12m Heritage Fund (formerly the HLF) and ACE-supported building project to restore Soane's original design and upgrade the adjacent Gallery so it can stage ambitious and challenging contemporary exhibitions. The conservation and the inaugural exhibition of mirror sculptures by Anish Kapoor have received widespread praise and positive reviews in the press, attracting large visitor numbers, supported by the Learning and Public Programme mission to facilitate opportunities for creativity, participation and debate. In line with our strategy to develop a framework for engaging young people in our community, the Candidate will join the team to develop and deliver a newly created youth group, adding to the vibrancy of programming and contributing to the development of our community.

Reporting to the Youth Group Steering Committee, and working closely with Pitzhanger's close-knit team, you are a creative problem-solver and communicator who will embrace an all-hands-on-deck approach with a collaborative and humorous spirit. The Coordinator

will report back to the Steering Committee with their recommendations at stages to be agreed, but expected to be after one month, three months and at the end of the term.

### **Key Skills and Accountabilities**

- To research and design a structure for a youth group for young people aged 16-21; to create and recruit for the youth group and, if feasible within the timescale, support pilot activities in line with the aims and objectives identified in your research and with the young people.
- To build strong and strategic relationships with and support local groups and organisations to work collaboratively in the delivery of the youth group.
- To design the group to widen participation for young people through activities and training created with the young people themselves.
- To work with the Steering Committee to develop an effective evaluation model to develop and improve this strand of work.
- To undertake all administration required for the development, delivery, reporting on and measurement of activities for young people.
- To contribute to shaping an audience development plan contributing to the strategic development of the learning and public programme and curatorial agenda.
- To work with internal teams such as Visitor Experience and Communications in facilitating platforms for young people's participation.
- To assist in identifying and securing funding for the group and to create a sustainable, long-term strand of engagement for young people.
- To work with the communications team to use social media, partnerships, external agencies as necessary, to promote and share plans and activities.
- To work closely with artist-educators and creative practitioners, to plan for the group to bring young people into contact with creative professionals.
- To ensure that procedures are followed e.g financial & budgeting, health and safety and Safeguarding Policy in line with Pitzhanger Manor & Gallery Trust's policies.
- To keep abreast of sector news and policy developments which may affect delivery, ensuring Pitzhanger's programme is up-to-date.

As we are an emerging organisation, your role and duties may be reviewed from time to time, revised, and updated in consultation with you to reflect any appropriate changes. On occasion you may be asked by the Steering Committee to undertake other reasonable tasks not included in your job description.

### **Person Specification**

- At least three years developing and delivering activities of, by and for young people, for arts and/or heritage organisations, or similar organisations.
- Experience and understanding of the contexts and issues affecting young people.
- Successful track record of increasing engagement, participation and effective programming.
- Experience of working collaboratively with a range of community partners to develop and deliver projects and activities and widen networks.
- An understanding of the principles around diversity, equality of opportunity and access in cultural learning.
- Experience using creative research, consultation and other methodologies giving voice to communities in the development of community facilities and an understanding of measuring impact.

- Effective and enthusiastic communication skills that accommodate a wide range of groups and individuals, especially young people.
- Ability to take initiative within stated guidelines, manage own workload and prioritise effectively to meet deadlines and manage multiple priorities.
- Experience managing volunteers, work placement trainees or apprentices, freelancers and other staff.
- A 'can do' spirit, flexible in approach with a positive attitude to change. Ability to work effectively as a member of a small team and with a collaborative approach to achieving organisational goals.
- Demonstrable IT skills;
- Preferable: experience creating marketing materials.
- Preferable: knowledge of developments in digital software for use in delivering accessible learning and public engagement opportunities.

The chosen candidate will require a DBS check (Disclosure and Barring Service).

### **Hours**

Fixed-term 6-Month contract. Part-time, one day per week over a six-month period, but this may make sense to be front loaded, to be discussed and agreed with the Steering Committee; occasional need for evening and weekend work once the Group has been set up.

No overtime will be paid for delivering out-of-hours events, but time off in lieu will be agreed in advance with the Learning and Public Programme Manager.

**Salary** £25,000 - 27,500 p.a. pro-rata depending on experience.

We are an equal opportunities employer and welcome applications from all backgrounds.

**Contract** Initial 6-month fixed-term contract

### **Other Benefits**

20 days holiday p.a. pro-rata, Discount in the shop, flexible working.

**Reports to:** Steering Committee: Curator; Learning & Public Programmes Manager, Head of Development; Head of Operations

To arrange an informal chat about the role please email Lydia at [pitzhanger@pitzhanger.org.uk](mailto:pitzhanger@pitzhanger.org.uk).

**To apply, please send your CV and covering letter (each max. 2 sides A4) explaining your motivation, experience and how you meet the Person Specification to [applications@pitzhanger.org.uk](mailto:applications@pitzhanger.org.uk)**

**Deadline:** Monday, 18 January 2021, midday. Interviews of selected candidates will be invited to interview in Ealing, London W5 or online (as appropriate) on Tuesday, 26 January, 2021.

If you have not heard from us within 6 weeks of your application, then you have been unsuccessful at this time.