

**Job Title: Programme Producer - Changing Trax**

**Salary Band: £28,270-£32,458      Fixed Term until September 2022**

**Location: Across Coventry      Hours of Work: 40 per week**

**Job Purpose:**

**To take lead responsibility for our collaborative Youth Music/City of Culture Trust funded 'Changing Trax' programme designed to raise the aspirations, employability and creative skills of young people across Coventry. You will design, deliver and co-ordinate programmes to engage young people in creative learning opportunities and pathways for sustained engagement.**

**Main Duties and Responsibilities:**

1. Recruiting artistic collaborators, undertaking R&D of ideas and drawing up schedules, managing logistics in order to deliver projects to the highest possible standards
2. Responsibility for working closely with creative partners to develop youth focussed projects, from end to end.
3. Support the work of the City of Culture Trust Producing team to develop and nurture creative relationships with key artists, co-commissioners and other organisations to build solid working practices.
4. To directly support the delivery team offering a range of programmes ensuring that they run safely, in particular with identified target groups of young people.
5. To motivate and enable young people to actively engage in provision, seeking positive outcomes in relation to their progression within creative sectors.
6. To ensure rigorous monitoring and evaluation of the Changing Trax programme takes place regularly and thoroughly. Ensuring that outcomes are recorded to enable impact to be measured.
7. To manage a budget relating to the allocated resources of the programme.
8. To ensure high levels of health and safety and safeguarding at sessions.
9. To possess the relevant commitment and skills to involve young people in decisions that directly affect them.
10. To understand the types of risks associated to young people who find themselves in a range of challenging circumstances, and be able to deal with emergencies quickly and efficiently.

All duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures.

## Person Specification

Area	Description
<b>Knowledge:</b>	Knowledge and understanding of the challenges faced by young people and how creative industries can generate positive outcomes.
	Knowledge and awareness of issues surrounding safeguarding children and young people at risk, in particular within a targeted youth work setting.
	Knowledge of how to deliver a safe and engaging programme for young people often disengaged from services.
	Knowledge of relevant and credible programmes that will meet the core duties and responsibilities of the post.
<b>Skills and Abilities:</b>	To accurately record information relating to outcomes met through youth work interventions.
	Verbal communication and listening skills, in particular with vulnerable young people and families.
	Ability to engage with a variety of target groups including young people, partner agencies and colleagues.
	Ability to plan activities at a citywide, motivating staff and volunteers to deliver high quality provision.
	Ability to respond effectively and quickly to emergencies.
	Ability to work within and contribute towards a city approach.
	Ability to motivate participants and volunteers to design and deliver against identified progression pathways.
	To be able to involve young people and relevant partners to get their feedback and thoughts which will help them to be genuinely involved in decisions.
<b>Experience:</b>	At least two years' paid experience of co-ordinating and delivering targeted youth-based interventions within a creative context. Managing budgets, staff and programmes is an essential requirement for this post.
<b>Educational:</b>	Open for discussion

### Safeguarding

PYF puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

### Equal Opportunities

PYF are fully 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. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.