

***Sessional Youth Associate (Music in Schools & Youth Voice) &
Sessional Youth Associate (Creative Hub and Soundwave afterschool)
Application pack***



In this pack you will find more information about the job role and how to apply.

Who we are and what we do:

“Making Thriving Neighbourhoods with Art, Tech and Care”

The KWMC team are an arts and tech collective working with the local community. We are an Arts Council supported National Portfolio Organisation embedded in the Knowle West neighbourhood in South Bristol. KWMC started life over 25 years ago as an artist's photography residency putting cameras and film equipment in residents' hands to share voices and peoples' lived experience, using these tools to creatively explore ideas around community regeneration. Since that time, we have extended our use of creative media tools to include all kinds of technology from coding, AI, to digital fabrication. Our work has encompassed how we might use citizen generated data, live differently alongside nature, imagine different kinds of futures through prototyping and making, and co-create the kind of communities we want to live in. We work with young people through our Jump Studios and Maker City programme, support emerging and established artists, ensuring a diversity of voices and that participation in our projects is accessible to everyone. We use our creative practice and community tech tools to experiment with our community to produce tangible change locally and share our learning globally.

The KWMC 'family' includes The Factory – a digital fabrication and maker space based at Filwood Green Business Park, We Can Make, a Community Interest Company building low carbon homes, and Eight, a creative agency supporting emerging creatives to learn skills and build their portfolio. KWMC is an active member of the European Network of Living Labs and has developed a practice that includes research and collaboration with universities from across the world.

People and place-led innovation, with community co-design is at the heart of everything we do.

Knowle West Media Centre

Role Description

1. DETAILS

Title:	Sessional Youth Associate
Hours:	Guaranteed a minimum of 3 hours per week in term time Additional hours may be available in holiday periods Specific hours for each distinct role confirmed at contract stage
Fee:	£17 per hour. This is a freelance role, you would be responsible for paying your own tax and National Insurance.
Location:	Knowle West Media Centre (working in various schools in South Bristol)
Access:	There is wheelchair access at KWMC

2. ROLE PURPOSE

To support the delivery of KWMC's weekly session. *You will:*

- Support the delivery of our creative workshops focused on increasing participation in creative activities, not limited to but including music production
- Inspire all young people to develop their audio and musical skills and talents.
- Encourage all young people to participate in creative activity, express their views and realise their potential.
- Support the planning and evaluation across all programmes worked on in the role
- Offer additional support to holiday programmes where required

3. ACCOUNTABILITY

- Accountable to the Project Coordinator (Young People & Music) and KWMC Trustees

4. MAIN TASKS AND RESPONSIBILITIES

- To work with young people using audio and music, to act as their advocate and support them in expressing their views through participation in music activities.

Regular Programme of Workshops

- Supporting delivery of weekly workshops
- Supporting the planning, delivery and evaluation sessions
- To devise sessions with input from the Young People's Programme team and the wider to ensure they are incorporated into the relevant programmes.

General

To represent KWMC and promote its charitable aims and objectives.

To abide by all the policies and procedures of KWMC in particular those around Safeguarding, Child Protections and Health & Safety

5. EXPECTED OUTCOMES

- More young people engage in a variety of creative learning experiences
- Successful sustained involvement of young people in the Young People's Programme and clear progression and talent development.
- Identification of positive impact on young peoples' learning and personal development as a result of participation in Young People's Programme activities

6. WORKING RELATIONSHIPS

- This role requires the post holder to deal with a wide range of stakeholders, from external commercial organisations, colleagues delivering other services within KWMC, and local communities.

7. COMMITMENT TO KWMC'S VALUES, HEALTH & SAFETY, CONFIDENTIALITY, DATA PROTECTION & EQUAL OPPORTUNITIES

Our Values

KWMC's core values are:

- Integrity: treating others with honesty, consistency and respect, and being prepared to be held accountable for your actions
- Imagination: not being afraid to do or think differently, and being willing to explore new perspectives and creative ways of doing things
- Collaboration: working with others to achieve a shared goal, valuing the contribution and expertise that each individual brings
- Equity: recognising that in order for everyone to have an equal opportunity to succeed, some people may need additional support – then doing what you can to make this happen
- Resilience: staying faithful to your mission and values but having the flexibility to adapt to change

KWMC has developed a series of behaviours to accompany these values, which employees are expected to meet / strive towards.

Health and Safety and Security

It is the duty of every employee /associate to work in such a way so that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk.

Confidentiality

In the course of every employee / associate's duties, they may have access to confidential material about members of staff, volunteers or KWMC business. On no account must information relating to identifiable people or organisations be divulged to anyone other than authorised persons. If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, the employee must seek advice from their manager. Failure to observe these rules will be regarded by your employers as serious or gross misconduct, which could result in disciplinary action being taken against you.

Data Protection

Employee's at KWMC regularly use personal data and are expected to familiarise themselves with the requirements of the Data Protection Act. KWMC affirms that it will hold only such personal data as is necessary and proportionate, and only for as long as needed. Further, steps will be taken to ensure this data is accurate and up-to-date. Members of staff are expected to uphold these standards when dealing with both their own data and the personal data of others.

Every employee is required to comply with current Data Protection legislation whilst exercising their duties at KWMC, in order to protect individuals' personal data and privacy, and ensure personal data is processed in accordance with the law. This legislation comprises the General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018.

Equal Opportunities

Our commitment

KWMC welcomes and celebrates diversity and differences between people and the strengths these bring to our communities and workforce. KWMC aims to provide excellent and efficient opportunities and services enabling everyone to fulfil their potential. To do this we must give everyone equal access to services and job opportunities.

Treating everyone the same does not necessarily give people equality of opportunity. Sometimes we need to treat people in a different way to give them the same access to a service or job.

We recognise that everyone is different and we will treat people as individuals.

This role description is subject to review and amendment in response to the changing needs of the project.

October 2023

Person Specification: Sessional Youth Associate (Music in Schools & Youth Voice)

Skills and Abilities

- Ability to develop and sustain excellent working relationships with young people.
- Good range of music skills and experience of teaching these to young people.
- Excellent communication skills, and in particular ability to communicate with young people and advocate on their behalf as necessary.
- Ability to reflect on practice and provide concise weekly feedback on activities

Essential Experience

- Minimum one year's experience working directly with young people
- Experience of facilitating activities for and with young people
- Experience of using music as a tool to engage young people

Knowledge

- Understanding of access and inclusion issues in relation to work with young people.
- Understanding of Safeguarding and Child Protection
- Knowledge of issues that particularly affect young people

Personal attributes and other requirements

- Passionate and active desire to support young people's development
- Prepared to undertake relevant training e.g. child protection

Desirable but not essential

- A qualification in music
- A youth work qualification
- Experiencing of supporting workshops in school settings
- Experience of supporting young people in attaining out of school qualifications e.g. Arts Awards.
- To have an understanding of music software e.g. Logic Pro X and / or Garageband
- Experience of living or working in Knowle West.

KWMC pays full regard to safer recruitment practices

- This includes scrutinising applicants, obtaining references, checking previous employment history. References are always obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed.
- Also including undertaking online safety checks on shortlisted candidates. Undertaking appropriate checks through the Disclosure and Barring Service (DBS).

Apply now

Please send:

1. CV
2. Cover letter max one page clearly detailing how you meet the essential criteria shown on the person specification OR maximum 2 minute video clearly detailing how you meet the essential criteria on the person specification - share private Vimeo/YouTube password protected link. In your cover letter or video, you must indicate which role you are applying for: Role 1/ Role 2/ Both Roles

Form link: <https://airtable.com/appwDgY9okiBvVoKn/shr6vPYFhvhYfQeZu>

If you require any further information, please get in touch with the Young People's team youngpeople@kwmc.org.uk or call 01179030444 and ask to speak to a member of the Young People's team.

October 2023