

Youth Recruitment Coordinator

Job Information

Job title: Youth Recruitment Coordinator

Salary: Scale: £22,000 to £26,000 pa (depending on experience)

Based at: The Factory, 319 Craigpark Drive, Glasgow. Remote home working may be required initially and dependant on local restrictions

Travel: Expected between our key delivery areas including (but not limited to); Edinburgh, Ayrshire, Lothians and Renfrewshire.

Reporting to: Head of Operations

Duration of contract: Fixed term to 31st May 2022 with the potential of an extension, subject to funding

Working Hours: 37.5 hours per week. Usually Monday-Friday, some weekend work may be required on occasion.

Qualifications & Experience:

We are looking for relevant experience and a proven track record of generating referrals over formal qualifications.

Proven experience in developing and managing partnerships from establishing credibility with referral contacts to generating links with secondary schools.

Strong networks across a wide range of stakeholders including third sector, employability partners and schools.

Experience in using a customer relationship management system.

Other Essentials: Subject to PVG | Disclosure Scotland check. Driving license and use of car is desirable.

Closing date: 20th July 2021 at 9am

Interviews: w/c 26th July 2021 TBC

Expected Start Date: ASAP

In all our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, particularly from those who are currently under-represented in the creative and arts sectors. Impact Arts welcomes all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.



Company Values

As a team of people we share the following values:

Our values

CREATIVITY

We always place creativity at the centre of all that we do.

INTEGRITY

We are always honest and truthful and act with transparency.

EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

KINDNESS

We always treat everyone with care and respect.

AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.

What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances

and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 50 staff and 100 freelance artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Scottish Government, CashBack for Communities, Skills Development Scotland, National Lottery Community Fund, Life Changes Trust and a range of other foundations and trusts.

Our Impact

Our 2019/20 figures:



Background

This role will support the generation of referrals to two of our key programmes – CashBack to the Future and Creative Pathways. It will also support with the generation of referrals to our Make it Your Own tenancy sustainment project for Care Experienced Young People.

Please note that this role is focussed on generating referrals to our programmes, and while there will be some contact with participants, this is not a delivery based role. The job is partner facing and has a specific remit of driving referrals to our programmes.

CashBack to the Future, funded through Scottish Government's CashBack for Communities initiative is a year round programme of activity for 12-19 year olds who are at risk of, or have already, disengaged with mainstream education. Participants will come from a variety of backgrounds, and engagement with young people will focus on removing barriers to participation, education, employment, and training.

Creative Pathways is our flagship employability programme in which young people aged 16-19 overcome barriers through creative activities in order to progress along the employability pipeline. Using creative engagement our tutors and youth workers guide participants through employability modules and SQA accredited training.

Make it Your Own (MIYO) is a tenancy sustainment project where we work with care experienced young people to support them during the transition into independent living. We combine practical and



creative skills with barrier removal and soft skills training in order to support them to sustain their tenancies.

Purpose

To help Impact Arts' achieve its aim of developing the life chances of young people by engaging suitable referrals to a range of our youth facing projects.

To proactively develop strong relations with third sector organisations, youth delivery partners and statutory services and across the geographies in which Impact Arts delivers to ensure project engagement targets are met.

To bring a strong knowledge of relevant sectors including youth employability, homelessness and education to the Impact Arts team.

Main Responsibilities:

To build relationships with referral agencies and partners including training providers, schools, housing providers and employability advisors across multiple local authorities, ensuring relevant information on Impact Arts' projects is shared effectively

To meet engagement targets for our youth projects including Creative Pathways, CashBack to the Future and Make It Your Own.

To sit on relevant stakeholder groups and networking events to ensure Impact Arts' youth programmes are promoted accordingly.

To deliver compelling presentations to a range of stakeholders including youth workers, social care staff, employment advisors and secondary school children to ensure wide awareness of Impact Arts projects.

To deliver taster sessions to groups of potential participants within schools, SDS centres and referral agencies.

To manage stakeholder relations by following up with compelling evidence and case studies of engagement.

To work closely with Programme Managers to ensure information is shared effectively across networks and to support remedial action in generating referrals where any short falls are flagged.

To create compelling content which promotes projects effectively to partners.

To work closely with Impact Arts Marketing & Communications Coordinator to ensure our messaging is joined up and targeted in line with our delivery plan.

To proactively support Impact Arts' social media strategy for sharing engagement opportunities.

To initiate and highlight opportunities which arise for new work with the Development team.

To remain abreast of key policy developments and opportunities relevant to Impact Arts Strategic Plan.



To liaise between Business Development and Delivery to ensure the smooth flow of communication between all departments in relation to partner relations and opportunities.

To contribute to the evaluation and impact of Impact Arts' work.

Ensure paperwork pertaining to referrals is managed in an effective and timely manner.

Ensure our CRM is kept up to date with participant, stakeholder, partner and funder information.

To carry out any other duties appropriate to the post in line with Impact Arts' needs.

To act as an ambassador for Impact Arts at events, meetings etc.

Qualifications and Experience

We are looking for relevant experience and a proven track record of generating referrals over formal qualifications.

Proven experience in developing and managing partnerships from establishing credibility with referral contacts to generating links with secondary schools.

Strong networks across a wide range of stakeholders including third sector, employability partners and schools.

Experience in using a customer relationship management system.

Technical Skills and Knowledge

Preferable - full driving licence

Excellent interpersonal, organisational and planning skills

Excellent networking skills

Excellent communication skills, both written and oral, including the ability to describe and contextualise works when communicating with and presenting to a wide range of people including staff, partners, funders and audiences

Proficient IT skills including MS Word, Excel, PowerPoint and Outlook

Knowledge of youth sector

Knowledge of statutory and voluntary sector funding sources and practices

Understanding the national and local policies and strategies that affect Impact Arts' work



Personal Skills and Qualities

Ability to work effectively as part of a team and to motivate others

Ability to build and maintain rapport internally and with existing and new partners

Strong positive and resilient attitude and an ability to find creative and flexible solutions.

Resilience when faced with a high workload, deadlines or changing situations

Ability to think strategically and imaginatively

Effective time management and ability to meet deadlines

Ability to prioritise and delegate tasks

Self motivated and able to act on own initiative, solving problems

Approachable and empathetic able to act as ambassador for Impact Arts, at ease with people from a wide variety of backgrounds

PVG Scheme- Successful candidates will be required to join the PVG scheme or to apply for a PVG update.

To apply:

Please visit www.impactarts.co.uk to download an application form.

All completed applications should be sent to jobs@impactarts.co.uk by no later than 9am on Tuesday 20th July 2021.