

## Kickstart Youth Consultant Programme Call out for Partner Organisations

### 1. Introduction

As part of the [national Kickstart programme](#), Artswork will be employing up to 30 young people as Youth Consultants across South East England. Youth Consultants will work both within Artswork and with external partner organisations, providing insight and focus around Youth Voice in policies and practice.

We are now looking for South East arts and cultural organisations that would be interested in becoming a partner for this programme. This programme will give organisations the opportunity to re-examine policies and practice and refresh approaches to work, working with up to five Youth Consultants. An example Youth Consultant job description can be found in Appendix 1.

### 2. Partner Organisations

By becoming a partner and working with our Youth Consultants, organisations will have the opportunity to re-examine their policies and practice through the lens of Youth Voice, and refresh approaches to work in a creative way. You would be expected to provide our Youth Consultant/s with a particular project or brief, and work with them to ensure they understand the needs of your organisation. As an employer, Artswork will ensure all Youth Consultants are fully trained and supported throughout the programme.

#### How does the programme work for Partner Organisations?

1. Partners would identify a particular area they are interested in interrogating through the youth voice lens, for example business plan, inclusion and diversity policy or developing a particular project for a youth audience.
2. Partners would create a brief for this work and discuss this with Artswork in terms of outcomes and timescales.
3. A group of Youth Consultants (up to 5) would then take on the brief, working with the partner organisation for a period of weeks (up to 8 weeks depending on the complexity of project).
4. Partners would be expected to spend time with the group introducing their organisation, outlining their expectations and make all relevant information available for review.
5. Partners would also be expected to hold weekly catch up meetings with the Youth Consultants to review progress.

#### What are the benefits of being a Partner Organisation?

- Opportunity to re-examine policies and practice through the lens of Youth Voice
- Opportunity to refresh approaches to work and re-imagine these creatively

- No requirement to directly employ the young people, reducing administration and risk
- Young people will be fully trained and supported by Artswork throughout the programme

### **Who can become a partner organisation?**

Any organisation within our region can become a partner organisation from micro-businesses to large scale organisations. You just need to have a genuine brief in mind and be open to receiving young people within your organisation for a minimum of 2 weeks either virtually or in person.

### **3. What is the role of Artswork?**

Artswork empowers children and young people through arts and culture to find their voice, become skilled leaders and achieve their aspirations. Building strategic alliances, we specialise in advocating for change and delivering positive outcomes for children and young people through local, national and international partnerships.

Youth Consultants will be employed within Artswork's Leadership, Skills and Enterprise team. Artswork has a track record of providing high-quality training, including apprenticeships and pre-employability programmes for young people to explore and move into careers in the arts, cultural and heritage sectors. As well as bringing our expertise in work-based learning programmes, Artswork will:

- Interview and appoint the young people
- Deliver comprehensive training (see below)
- Complete all administration involved in the employment process including payroll, appraisals etc
- Oversee the consultation process to ensure an appropriate standard of work produced for the partner organisation

This programme delivers on Artswork's core aim of empowering youth voice, and will give us an opportunity to create a talent pipeline for the future and help develop a more diverse work-force.

More information about Artswork can be found in Appendix 2.

### **4. How will the programme benefit Young People?**

This programme will empower young people to be effective as external change agents:

- Making the most of the distance and objectivity that this role brings
- Being professional and ethical, working in the best interests of the client organisation
- Establishing trust and confidence with the client
- Knowing the right tools to use to help the client with the challenge they face

Youth Consultants will be supported by a comprehensive programme of training, including:

- Individual goal setting
- Introduction to the workplace, eg what to expect, rights & responsibilities, professional work behaviour, time management
- Communication in the workplace, including different types of writing and verbal communication
- Health & Safety in the workplace
- Interim review of individual goals with employer and trainer
- Applying for work, including identifying key skills, CV/application writing, competency interviews
- Individual mock interview & feedback
- Review of individual goal and future plans

In addition, all Youth Consultants will also have access to monthly one hour skills surgeries that will look at subjects such as:

- Creative problem solving
- Networking
- Asking for help in the workplace
- Creating and pitching ideas in the workplace
- Independent thinking

## **5. How to apply to become a Partner Organisation**

If you are interested in becoming a Partner Organisation, please contact Annabel Cook, Head of Education, Skills and Enterprise [annabelcook@artswork.org.uk](mailto:annabelcook@artswork.org.uk) by **Tuesday 1 December 2020** with:

- An indication of what your brief might cover
- An indicative timescale ie: 2 weeks, 4 weeks etc
- An indication of how many young people you feel would be appropriate for your organisation. For example, if you are an SME, then 2-4 young people would probably be a good number. Larger organisations might feel they would like input from a larger number

## **APPENDIX 1: Example Youth Consultant Job Description**

### **Summary**

Artswork is recruiting a team of dynamic, curious youth consultants to work as part of the Leadership, Skills and Enterprise team. The Youth Consultants will work both within Artswork and with external partner organisations, providing insight and focus around Youth Voice in policies and practice. You will bring personal experience along with a willingness to learn about organisational structure. An interest in the arts and culture would be an advantage.

### **Job Details**

**Job Title:** Youth Consultant

**Salary:** Minimum wage

Fixed Term for 6 months, 25 hours per week

**Reports to:** Kickstart Project Coordinator

### **Overall purpose of the job**

To review policies and practice within Artswork and external partner organisations, providing input and ideas for shaping future delivery

### **Key accountabilities**

- Engage with and critically review policies and practices
- Provide ideas and input into future planning for organisations
- Develop relationships within the Artswork team and across partner organisations
- Create content for online platforms and social media around Youth Voice
- Develop a methodology for best practice in engaging young people with organisations
- Provide verbal and written reports for Trustees and staff as required
- Develop presentations to report findings and recommendations
- Develop a working knowledge of national developments in arts, cultural and education sectors to ensure input is relevant

### **General requirements for Artswork Posts**

- Adhere to Artswork's policies and procedures, including Equalities, Health and Safety, Safeguarding and Environmental policies
- Maintain and develop personal skills and knowledge through appropriate training
- Perform own administrative duties
- Undertake other related duties as required by Artswork
- Maintain good general relationships with a variety of organisations
- A commitment to working within Artswork's values including those of equality, diversity, inclusivity and accessibility
- An ability to work with respect, honesty, humility and generosity of spirit

**Personal Specification**

- Desire to develop a range of skills including communication, strategic thinking, advocacy, report writing and influencing skills
- Ability to generate ideas
- Ability to work as a team
- Interest in the role young people can play in shaping their communities
- Dedicated and hard-working

**Additional Information**

A full package of training will be provided. Equipment to support home working will be supplied.

**Equal Opportunities**

Artswork aspires to be an Equal Opportunities Employer; no job applicant or employee shall receive less favourable treatment on the grounds of: gender, race, nationality, ethnic or national origins, marital status, disability, sexual orientation, age, care of dependants, political or religious belief.

Artswork will endeavour to meet the access and support needs of employees as far as possible within the terms and conditions of their employment.

## **APPENDIX 2: About Artwork**

Artwork empowers children and young people through arts and culture to find their voice, become skilled leaders and achieve their aspirations. Building strategic alliances, we specialise in advocating for change and delivering positive outcomes for children and young people through local, national and international partnerships.

We deliver our work through

- Our role as the Bridge Organisation for the South East region. Supported by Arts Council England, we deliver this major strategic role across the South East, working to ensure that every child and young person has the opportunity to experience the richness of the arts, both in and outside of school. We bridge together the work of arts and cultural organisations, schools and communities, including through the development of Cultural Education Partnerships, and embedding of Artsmark and Arts Award.
- The development of leadership, skills and enterprise, including:
  - Artwork's Professional Development Programme which we deliver across England and beyond. This delivers training and consultancy support for individuals and organisations working with young people in the arts, cultural, heritage and youth sectors;
  - Early intervention, apprenticeships, enterprise and work-based learning – providing pre-employability programmes, training, work-based learning programmes and progression routes for young people to explore and move into careers in the arts, cultural and heritage sectors;
  - An innovative and focused strategic programme of international work.

[www.artwork.org.uk](http://www.artwork.org.uk)