

Young Leader's Programme – Group Leader

Job Description

Post Title:	Young Leader's Programme – Group Leader
Hours:	19.5 hours per week, Tuesday – Friday, 4 weeks, during the school summer holidays (we would consider 2 candidates to cover 2 full weeks each).
Fee:	£15 p/hour, £292.50 per/week
Base:	Norden Farm Centre for the Arts, Maidenhead
Reporting to:	Education Manager

Job Summary

The Young Leader's Programme Group Leader will play a key role in the delivery of Norden Farm's annual Summer Leadership Programme.

They will actively support and mentor participants through their leadership week, hosting guidance and training sessions and supporting the delivery of participant led community workshops.

The Group Leader will work with the Education Manager to capture data, document the programme and ensure necessary evaluation information is received.

The Group Leader will ensure that participants stay on task and take a proactive approach to their placement.

Dates:

Tues 30 Jul – Fri 2 Aug

Tues 6 Aug – Fri 9 Aug

Tues 13 Aug – Fri 16 Aug

Tues 20 Aug – Fri 23 Aug

Hours:

Tuesday 8.30am – 1pm

Wednesday 8.30am – 1pm

Thursday 9.30am – 1pm

Friday 9.30am – 4.30pm

Role Context

In addition to the varied programme of theatre, music, film and more, each year Norden Farm's Education and Outreach Programme engaged with over 15,000 people.

Within each project we work with many schools and community groups and members of the local community to present high quality arts events which bring people together, offer new and exciting experiences and serve local people.

One of the projects we run is our annual Young Leadership Programme.

The Young Leadership Programme supports young adults to gain hands-on work experience within a professional arts venue, it also supports future Arts Award, Duke of Edinburgh Award, college and university applications.

During the summer holiday Norden Farm is joined by up to 4 Young Leaders a week – they work to a timetabled schedule across their week, assisting with craft, storytelling, holiday clubs and various front of house activity.

One of the main tasks which the group undertake in their week is the planning and production of their own workshop, which is open to the public, at the end of the week. (previous participants have held sand castle competitions, treasure hunts, storytelling sessions and ukulele workshops).

This project runs alongside Norden Farm's popular Beach Project.

Key Responsibilities

1. Oversee the delivery of the Young Leadership Programme
2. Host training and mentoring sessions with participants at scheduled intervals throughout their leadership week (content provided)
3. Mentor participants through their placement, promoting a proactive approach to the timetabled activities
4. Creatively support participants to document their placement with photography, film, blogging and/or vlogging
5. Support participants delivery of end of week community workshops, including the purchasing of materials etc (budget provided)
6. Collect and compile participant entry and exit surveys in line with Norden Farm's project evaluation framework

Person Specification

Essential

- Experience of working with Young People

- Creative thinker
- Good organisation skills
- Ability to problem solve and think laterally
- A good level of computer literacy
- Demonstrable interest in the arts
- Excellent verbal and written communication skills, with an eye for detail
- Confidence working with professional practitioners, project partners and engaging with members of the public
- Team player with a good sense of humour and drive to have fun!

Desirable

- Teaching or classroom experience
- Knowledge and understanding of Arts Award and/or Duke of Edinburgh Award
- Willingness to develop creative, innovative ideas to support the programme

To apply

Please send CV with covering letter to robyn.bunyan@nordenfarm.org

This role is subject to the successful either applicant either receiving or holding a valid Enhanced DBS Certificate