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**Job Description**

B.fest Coordinator

Job Title

Location:

Brighton Youth Centre + other locations across the city for events

Responsible to:

B.fest Director

£14.28 per hour

Pay scale:

Hours

**Short term contract (open to discuss option of doing freelance)**

**Weeks commencing** – Mon 22nd Sept, Mon 29th Sept, Mon 6th Oct, Mon 13th Oct – 30 hrs/week (Mon-Thursday)

**B.fest Production week** - Mon 20th – Frid 24th

**B.fest week** - Sat 25th, Sun 26th, Tues 28th, Wed 29th, Thur 30th, Frid 31st

**Post festival sort and close** – Mon 3rd Nov- Wed 5th Nov

**Evaluation dates** - tbc (4-6 hrs)

**Job summary:**

Supporting the B.fest Director and BYC team to deliver B.fest 25. This includes supporting the administration, logistics, and production of the festival. B.fest includes music, theatre, dance, digital art, and visual arts, offering performances, exhibitions and workshops to communities and audiences across the city and online. You will liaise with new and existing partners and Young People and enable them to deliver their creative events. Through coordinating B.fest you will provide the best possible Youth Work Programme including planning, delivery, funding, safeguarding. Reporting and agreeing delivery plans with the B.fest Director.

**Main Duties and Responsibilities:**

* + Ensure the delivery and development of the B.fest Youth Work programme through supporting staff and direct delivery.
  + With the support of the B.fest Director you will create a delivery plan and budget with the staff team and young people.
  + Ensure that all delivery is recorded and evaluated in line with procedures.
  + Provide guidance and support to staff and events and team meetings as required.
  + Recruit and support volunteers as required
  + Work with the B.fest Director to identify grants and funding needs and complete applications.
  + Ensure that reports are available as required by CEO and funders.
  + Ensure that all activities are properly risked assessed.
  + Ensure that budgets are agreed and followed for specific areas of work.
  + Ensure that hours worked are recorded in liaison with the operations manager.
  + To work as a part of a team to support young people to:
    - Identify their needs and interests and facilitate learning and development through youth work
    - Plan and implement activities and projects
    - Become self-aware, gain confidence and participate in society
    - Gain access to information and support
    - Promote their rights and responsibilities
    - Safeguard their health and welfare
    - Promote equality and the valuing of diversity
  + To plan, lead and evaluate sessions.
  + To support and manage staff.
  + To undertake training and attend supervision and staff meetings.
  + Any other duties which are in line with the grade and general level of responsibility of the post.

**Person Specification:**

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| **Qualification and Experience** | **Essential** | **Desirable** |
| Events Production Experience or qualification. | **\*** |  |
| Experience in Festivals and Events coordination. | **\*** |  |
| Experience or qualification using office 365 and windows software. | **\*** |  |
| Experience of working with young people in youth work settings. | **\*** |  |
| Experience of developing Youth Work programmes. |  | **\*** |
| Experience of managing staff teams. |  | **\*** |
| **Knowledge and Skills** | **Essential** | **Desirable** |
| Excellent communication skills, with the ability to establish and maintain positive relationships with staff, volunteers, partner organisations and young people. | **\*** |  |
| Good organisational, planning, writing, budgeting and administration skills. | **\*** |  |
| Practical hands-on skills, for example, set up gazebo and move equipment etc | **\*** |  |
| Understanding and experience of monitoring and evaluation in a youth work setting. |  | **\*** |
| Politically and creatively aware with a good understanding of Youth Work principals. |  | **\*** |
| Able to challenge, support and reflect appropriately and effectively. | **\*** |  |
| Ability to prioritise effectively and enjoy multi-tasking in a busy environment | **\*** |  |
| A clear understanding of the safeguarding young people and how to maintain appropriate professional boundaries in a Youth Work setting. | **\*** |  |
| A good understanding of equality and diversity issues with the ability to challenge discriminatory behaviour. | **\*** |  |

Your duties will be as set out in the above, but please note that BYC reserves the right to update your job description occasionally to reflect changes in or to your job. You will be consulted about any proposed changes.