 **Youth Circus Coordinator**

**Job Description**

**Job Title:** Youth Circus Coordinator

**Main purpose and scope of the job:**

Circus Eruption is the first integrated youth circus in the UK, and was founded in 1991 with the aim of providing a safe and supportive space for young people of all abilities to become empowered and inspired, and challenge their limits through our circus workshops.

The post-holder will deliver weekly youth circus workshops for young people in Circus Eruption’s workshop space. There will be three of these: two for young people with and without disabilities (7-11 years old and 11-19) and one for young people who are refugees /asylum seekers. These will run on weekday evenings during term time, with intensive Circus skills weeks during holiday periods and a ‘scratch show’. The young people will also have the opportunity to participate in a public parade and to engage in a youth forum. These aspects of the role are funded by Children in Need.

The young people on our Children in Need funded projects have told us what they want from an activity worker on their project, and commitment and various aspects of character featured highly in their responses. These are reflected in our person spec.

The post-holder will also coordinate, plan and deliver other workshops for Circus Eruption. These will be arranged by mutual agreement.

**Responsible to:** Project Coordinator, and ultimately answerable to trustees.

**Hours of Work:** 20 hrs weekly [15 on Children in Need funded work, 5 on other Circus Eruption responsibilities]. This will be an average number as some hours will be irregular (irregular hours agreed by prior and mutual arrangement). Core Hours are Tuesday afternoon and evenings and Wednesday evenings in term times. Evening and weekend work as required.

**Remuneration:** £13,730 (£25,744 pro rata).Overtime not applicable but time off in lieu applied.

**Holidays:** 28 days per year + bank holidays pro rata.

**Roles and responsibilities**

* Work with partner organisations to recruit the young people most in need or who would most benefit from engaging with Circus Eruption and to plan programme
* Engage young people from target groups and support them in developing a challenging circus programme
* Design and deliver a circus programme which is:
* Appropriate to the needs of the young people in attendance
* Differentiated for abilities, and creating appropriate challenge
* Support individuals to participate and sustain attendance
* Support young people to participate in and develop the youth forum
* Work with Trustees and report to Project Coordinator to monitor, review and adapt the programme
* Maintain circus kit and know building safety requirements to ensure the working space and resources are safe for everyone
* Organise practical details eg dates, venues, supporting information
* Plan, deliver and report back on all three weekly circus sessions (young people with and without disabilities, refugee and asylum seeker young people, young people with disabilities and their siblings)
* Support young people to devise and recruit ‘young reps’ from among them, and to make these active and meaningful
* Consult with young people on the design and delivery of workshops, shows, intensive weeks
* Carry out monitoring and evaluation of all activities on the project
* Conduct follow up meetings and carry out any follow up actions
* Liaise between young people, young representatives and Project Coordinator

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**Person Specification**

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| **Skills and abilities –** Essential | |
| Ability to contact, engage and motivate young people | |
| Ability to communicate well with individual young people and groups of young people | |
| Ability to understand, respect and value young people’s views | |
| Ability to plan and run programmes and workshops | |
| Ability to teach (or willingness to learn to teach) basic circus skills and adapt to meet a range of needs | |
| Basic computer skills | |
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| **Personal Qualities -** Essential | |
| Ability to work as a member of a team | |
| Ability to work on own initiative | |
| Ability to monitor and evaluate personal performance | |
| A commitment to equal opportunities and anti-discriminatory practice | |
| A commitment to inclusion and participation | |
| Open-minded and tolerant | |
| Willingness to undertake training | |
| A commitment to the role | |
| Energy and enthusiasm and a sense of fun | |
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| **Qualifications / training -** Desirable | |
| First Aid at Work Qualification | |
| Child Protection Training | |
| Qualification in youth work / teaching / social work / community work | |
| Circus qualification | |
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| **Experience** | |
| Essential | Desirable |
| Experience of working with children and young people | Experience of inclusive and participative workshops |
| An understanding of the issues facing young people | Experience of managing projects |
| An awareness of health and safety and child protection issues and how to ensure good practice | Experience of monitoring and evaluating performance |
|  | Experience of working with community organisations |
|  | Experience in arts / drama / performance |
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| **Other** | |
| Essential | Desirable |
| Ability to work flexible hours (this can be recovered through time off in lieu) | Driving license and car |
| Appointment will be subject to an enhanced CRB disclosure | |