

# TMC Application Pack

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## Introduction

We're really glad that you are interested in applying for work with The Mighty Creatives. Getting the right person for the role and for our team is important to us so we've pulled together a pack to help you decide and provide you with everything you need to apply.

## How to apply:

1. Read the information about TMC and about the role we're recruiting to
2. Fill in the application form
3. Save the form as a Word document with your name and the vacancy in the filename.
4. Email the form back to us at [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com) or post it to:

Recruitment  
The Mighty Creatives  
LCB Depot  
31 Rutland Street  
Leicester  
LE1 1RE

Best of luck!

## The Mighty Creatives (TMC) Team

P.S. We're an accessible and equal opportunities employer, so please get in touch with [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com) (0116 2616 834) if you'd like to receive and return your application form in a different format.

## Dates for your Diary!

**Closing date for completed applications:**  
9am on Monday 1<sup>st</sup> April 2019

**Interview date:**  
Tuesday 9<sup>th</sup> April 2019

# WELCOME TO THE MIGHTY CREATIVES!

## **Our vision**

The Mighty Creatives (TMC) is a charity committed to promoting personal, educational, cultural and social change for children and young people across the East Midlands through the application of cultural education and creative practice.

Established in 2009, TMC has developed a strong reputation for facilitating innovative cultural education practice which has been recognised, amongst others, by the Arts Council of England (ACE), who invest approximately £1.0m annually into TMC as one of its ten national 'Bridge' / Sector Support Organisations.

## **Our Mission**

Too many children and young people live their lives without access to play, creativity and culture. These inequalities affect other significant challenges in their lives: low educational achievement, poor health, engrained poverty, restricted connectivity and limited financial opportunities.

We believe that by improving, increasing, and investing in the engagement of children and young people to arts and cultural practice, we can contribute to school and educational improvement across the region: and ultimately address the inequalities that affect too many people's young lives.

## **Our relationship with Arts Council England**

We contribute to Arts Council England's (ACE) Goal 5: every child and young person [in the East Midlands] has the opportunity to experience the richness of the arts, museums and libraries.

Our ambition is to stimulate and support innovative solutions that engage all children and young people living and learning in the East Midlands, particularly in the most disadvantaged places. We will do this by investing in leadership for cultural education and supporting the diversification of cultural education provision.

We tackle socio-economic disadvantage presented by the Cultural Education Challenge, guided by four cross cutting themes:

- Attract new schools, arts and cultural organisations and children and young people's services
- Improve the existing cultural offer and produce demand led new offers
- Increase local engagement through distributed leadership and joined up promotion

- Sustain opportunities with aligned resources, sustainable funding and new investment

By 2022, we aim to:

- Provide a universal offer to disseminate information, targeting all schools, cultural organisations and Music Education Hubs
- Provide a targeted offer, galvanizing and developing specific networks and Cultural Education Partnerships in agreed places.
- Achieve 100% match on annual partnership investment budget.
- Achieve minimum 20% schools registered for Artsmark Award by 2022.
- Achieve minimum 50% schools in wider engagement in Artsmark by 2022.
- Achieve a realistic annual growth in Arts Award moderations from a 2017/18 baseline.

### **The Future**

Our mission is clear, our message compelling and our expertise valued. Our mission now needs to be pursued by more organisations, our message heard by more and expertise given greater financial value if we are to further extend our reach and have greater impact.

By contributing to piloting, developing, improving and advocating for the best of cultural education practice for the benefit of young people in the region, we aim to make sure that as many young people in the East Midlands – particularly those who find themselves in the most difficult of economic and social circumstances – can benefit from high quality, inspiring opportunities to be creative or be inspired by the creativity of others.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

[www.themightycreatives.com](http://www.themightycreatives.com)

# JOB DESCRIPTION

## Youth Programme Coordinator



### Summary Details

Job Title:	Youth Programme Coordinator (Maternity Cover)
Salary:	£21,305 plus contributory stakeholder pension (pro rata)
Hours:	Part time (21 hours per week, excluding an unpaid lunch hour) plus occasional evenings and weekends
Location:	LCB Depot Leicester, with frequent regional/national travel
Permanent/fixed:	Fixed term maternity cover initially until 31 <sup>st</sup> May 2020
Responsible to:	Head of Development
Responsible for:	n/a
Holiday:	25 days plus statutory public holidays plus 3 discretionary days at Christmas, pro rata for part time working
Notice period:	Minimum 1 month

### Working with us

The Mighty Creatives is a children and young people's Charity. Based in Leicester, our staff team pulls together more than 17 creative professionals from a range of backgrounds to design, lead and champion change-making partnerships, programmes and initiatives.

In addition to the core team, we work with an increasingly wide range of experts to benefit from their specialist skills. This includes finding ambitious ways of collaborating with children and young people themselves, benefiting from their creativity and capacity for innovation.

We want you to use your creativity to help children, young people and adults transform their lives, the services they use and the communities they live in. This role will focus on the delivery and development of Youth programmes and initiatives across the organisation.

Your key roles and responsibilities are listed below. It's not an exhaustive list, but it will give you a feel for the kind of work you'll do.

### Key Roles and Responsibilities

#### Youth Programme Coordination:

- Coordination and delivery of the TMC youth programme, including but not limited to the following projects, Emerge Creative Skills, Leadership, Enterprise and Festivals including providing relationship support.
- Recruitment of young people to engage in our on-going work
- Build and manage systems and processes to deliver high quality events, products and programmes
- CRM updates and data input

- Support the development and delivery of a robust evaluation process for specific, allocated projects

**Support business development:**

- Working with the Head of Development to develop and deliver a programme of Youth Consultation and engagement activities that will influence future youth led programmes.
- Booking support visits, liaising with partners
- Invoicing

Contribute to the life and work of the charity, get stuck into a range of activities, super-charge our values and help us grow.

**Person Specification**

Essential

- Experience of facilitation with small groups of young people
- Information management and systems development
- Data management, analysis and reporting, e.g. preparing project reports, inputting into the CRM, funding applications
- Experience of developing and delivering programmes of work by, with and for young people
- Project management and evaluation (<£50k project budgets)
- Preparing and delivering presentations, workshops and training activities
- Project communications and advocacy, e.g. commission print and other media, website and social media content development
- Communication skills in writing, presenting and use of social media
- Leadership and collaboration across teams and with children and young people

Desirable

- 1-2 years' experience in a similar role
- Experience of mentoring young people (16 – 25)
- Work experience and wider industry knowledge in at least one of the following areas:
  - Education (any age or ability range, formal or informal settings);
  - Youth and community settings;
  - Creative and cultural industries;
  - Social or private enterprise;
  - Public services.

Our preference for working hours, due to work that is already planned is:

Monday – to deliver a series of workshops related to our Children in Need funded programme in Nottinghamshire

Wednesday – we are working with a group of young people who will be planning and developing a conference taking place in Leicester at the end of June. The young people will be meeting on Wednesday evenings during, March, April, May and June. The post holder will be expected to support these meetings.

The remaining hours are flexible.

## FAQs about the recruitment process

### **I've got more to say but no space to say it – what should I do?**

The great thing about an electronic application form is that the boxes expand the more you type, so you can get as much down as you need to (within reason!)

### **How will I know my application has arrived safe and sound?**

If you email your application to us at [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com) (which we'd much prefer) you'll get an email back before the closing date to confirm that we've got it and to thank you for taking the time to apply. Unfortunately, we can't confirm receipt of any posted applications.

### **Can I submit a CV instead of the application form?**

Sorry, but we don't accept CVs, as they often leave out important information that we want to ask you about – hence the form.

### **It's been a while since I contacted you – have you forgotten me?**

Never! However, we do have limited resources and unfortunately if we haven't contacted you by the interview date stated above, it does mean that you have been unsuccessful on this occasion.

If we meet with you at interview and you are unsuccessful we will provide feedback to you.

### **I have questions. What should I do?**

If you feel that you have unanswered questions regarding the role you are thinking of applying for then please contact us for a chat before you decide whether to apply.

We can be contacted by email [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com) with your contact details and question and we'll have a member of our team ring you back as soon as they can.

If you want to get a feel for what we're up to, you can also find us on



: @MightyCreatives and on

