

# Mayflower

## JOB DESCRIPTION

<b>Job title:</b>	Youth Programme Leader
<b>Department:</b>	Participation
<b>Reporting to:</b>	Creative Learning Manager
<b>Responsible for:</b>	Youth Theatre Coordinator, Freelance Practitioners, Team Leaders, Youth & Community Assistants.
<b>Liaise with:</b>	Outreach Programme Leader, Youth Company Programme Leader, Dance Programme Leader, Education Programme Leader, Artist Development Programme Leader, Producers, Storage & Production Supervisor, and Participation Administrator
<b>Grade:</b>	Staff
<b>Contract:</b>	Full time

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### **Job purpose:**

To project manage, coordinate and administer core elements of the Youth programme, in the Participation Department across both our venues.

### **Main duties and responsibilities:**

Plan and deliver programs of work in response to Participation objectives and under direction from the Creative Learning Manager

1. Manage a Youth Programme budget in conjunction with the Creative Learning Manager
2. Programme and project manage the Youth offer ensuring the activities and regular groups are accessible, diverse and groups are at capacity.
3. To devise and co-plan the curriculum the Youth offer ensuring provision is delivered to a high quality and meeting department objectives.
4. To facilitate sessions where required.
5. To project coordinate our youth company in our annual Summer Youth Project and deputise for our Christmas Youth Production.
6. To support recruiting freelance practitioners in running youth provision, setting out expectations and supporting where necessary.
7. To line manage the Youth Coordinator.
8. Liaise with the Youth Company Programme Leader ensuring youth outreach provision has clear pathways into the venues.

9. Liaise with the Storage and Production Supervisor to deliver industry leading production arts training, work experience, shadowing and placement opportunities.
10. Liaise with the Dance Programme Leader in ensuring dance provision is embedded into our Youth offer.
11. Support participants, including delivering effective behaviour management strategies.
12. Liaise with resident, associate & visiting companies and colleagues as well as public and community bookers offering a comprehensive programme of activities for the youth programme.

## **General**

- Lead backstage tours and support on wider participation activity where reasonably required.
- Lead on monitoring and evaluation of all youth activities across two venues.
- Liaise with marketing to promote the work of the Participation Department including a social media presence and website content.
- Ensure legal paperwork is in place (licenses, H&S risk assessments etc.)
- Be responsible for ensuring the safety and security of the Youth offer including workshops and tour participants. Employing First Aid, undertaking Risk Assessments and following Safeguarding procedures as appropriate
- Liaise with other departments on youth activity, ensuring all events are communicated in a timely and effective manner.
- Support the Creative learning Manager to ensure the smooth running of events and general office-based activities.
- Represent the Participation department and the venues at internal, external, regional and national events.
- Maintain and uphold safeguarding policy and protocol and manage sensitive data in line with GDPR guidelines.
- Undertake training in First Aid and act as a First Aider at all participation activity.
- Carry out any ad hoc tasks, projects and additional activities as may be required

Mayflower is committed to safeguarding - protecting young people and adults with needs for care and support. As such, any roles involving any type of regulated activity with young people and adults with needs for care and support are subject to a safer recruitment process, including Enhanced DBS clearance before taking up the role along with the collection of references. We ensure that we have a range of policies and procedures in place which promote safeguarding, diversity & inclusion and safer working practices.

**Signed:**

**Name:**

**Date**