# INFORMATION for the post of Development Assistant

Young at Art is excited to be able to offer this new role within our organisation and be able to provide a funded, three-year personalised training and development programme to the successful candidate.

We are Northern Ireland’s leading children’s arts organisation and producer of the annual Belfast Children’s Festival. It is a small but busy charity with an approximate turnover of £500k.

Our new Development Assistant will fill a vital support role within our team, develop a range of fundraising and business development skills over the multi-year appointment and gain valuable experience in events/project management as a key member of the team delivering our showcase annual event, the international Belfast Children’s Festival.

Under the guidance of YAA’s senior managers, you will get a chance to work on grant applications and reporting, sponsorship and partnership development, and audience development. We will also secure ongoing, one-to-one mentoring time with sector-leading professionals and devise with you a personalised training programme.

This is a newly created full-time, entry-level role for three years ideally starting from late August 2022. It has been previously advertised. We are unlikely to consider previous applicants.

It is funded with a grant from the Art Work Covid Recovery programme, an Employment and Skills initiative for the Arts Sector in Northern Ireland, supported by the Department for Communities. The programme is designed to create new entry level positions in the arts as well as provide a suite of training, mentorship and networking opportunities to support professional development.

As an organisation committed to young people’s access to the arts, we are particularly passionate about providing access to professional development in the arts for young people as a key part of our organisational mission.

While the post is fixed-term, it is hoped that it can be extended at the end of the contract.

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# Further Details

Location: Currently Young at Art staff are trialling a hybrid work environment, working from our Belfast City Centre office and home as business needs dictate. All staff are supported to work from home. There may be some off-site activity required during the Festival and flexibility to travel on those occasions will be required.

Working Hours: 37.5 hours per week (full-time)

Office hours are 9am – 5.30pm. Your hours of work will be agreed, with occasional evening and weekend work and long hours anticipated before and during the Festival period.

Salary: £9.90/hour (Young at Art offers a pension package in line with government requirements)

Expenses: Approved expenses and mileage reimbursed

Leave: 28 days annual leave pro rata, plus Bank Holidays. TOIL is applied where relevant.

Contract: This is a fixed-term position. A probationary period will apply.

Anticipated Start: Tuesday 30 August 2022

Young at Art operates a range of policies that respectively promote equality, health and safety and the safeguarding of children and vulnerable adults. You must be committed to upholding these policies and additional checks may be required for the successful applicant.

All Young at Art posts are subject to the availability of funding.

# Company Information

## Background

Young at Art was established in 1998 to run an international arts festival for children and young people. It quickly expanded, incorporating as a limited company in January 2000, and extending to a year-round programme comprising commissioning, touring, action research, outreach and development work. The Belfast Children’s Festival (still the anchor of its annual programme) is now one of the largest in the UK and Ireland with pre-pandemic approx. 22,000 children and adults attending both free and ticketed events within a ten-day programme each year. The year-round programme combines engagement activity, special projects and commissions, artists’ development and touring.

## Company Information

Young at Art is a registered company with charitable status, recognised by the NI Charities Commission. It is core funded by the Arts Council of Northern Ireland, Belfast City Council, Paul Hamlyn Foundation and Garfield Weston Foundation. It undertakes significant fundraising each year as well as generating modest ticket income through its Festival.

## Strategic Framework

**What do we do?**

Young at Art creates and curates exceptional and innovative arts experiences for all children and young people.

**Why do we do it?**

Because we need creative people.

**How do we do it?**

Young at Art will be:

1. Risktakers

* Present children and young people with ambitious, innovative arts activities and events
* Empower children and young people to unlock, develop and express their creativity
* Lead the way in developing new creative approaches

2. Placemakers

* ‘The arts are for you’
* Enable children and young people to connect with the wider world around them
* Enable children and young people develop their sense of who they are and what they can be

3. Changemakers

* Listen, Learn and Lead
* Empower children and young people to creatively shape their futures
* Influence others to place children and creativity at the heart of what they do

Our activities are underpinned at all times by our Values:

* Child-led
* Quality and Excellence
* Accessibility
* Innovation
* Respect

# Job Description – Development Assistant

RESPONSIBLE TO**:** Director (with additional supervision by General Manager and Marketing Manager)

RESPONSIBLE FOR: N/A

## ROLE

This role is designed to provide key support to Young at Art’s senior management team delivering our strategy to diversify income generation at a time of reducing public funding levels. Over the three years, it is anticipated that you will work on grant applications and reporting, sponsorship and partnership development and audience development initiatives, all skills essential to a sustainable career in the arts.

You will also be required to support the whole Young at Art team as they deliver our showcase annual event, the Belfast Children’s Festival. It is anticipated that you will gain practical experience of events and project management necessary to start building your career in the arts, creative and cultural industries.

You will be expected to take part in the networking and development opportunities offered by the wider Art Work Covid Recovery Programme as well as the personalised mentorship and training programme devised with Young at Art.

## RESPONSIBILITIES

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| **INCOME GENERATION – FUNDRAISING** | Support the Director in developing and implementing the company's fundraising strategy;  Research and prepare relevant documentation for funding applications;  Communicate with other staff members on grant conditions and other fundraising implications that affect project delivery;    Assist in collating data and drafting reports to funders; and  Develop relationships with key/major funders, including national/UK-wide funders. |
| **INCOME GENERATION – SPONSORSHIP & PARTNERSHIP DEVELOPMENT** | Support the Marketing team to research and identify opportunities for sponsorship support for the company's activities;  Research and identify potential partners for the delivery of the company's activities; and  Prepare documentation and proposals to build/develop these relationships. |
| **INCOME GENERATION – SALES & AUDIENCE DEVELOPMENT** | Support the Marketing team to develop and implement the company's audience development plan;    Develop and maintain a schools and community groups database for YAA’s Belfast Children’s festival ticket sales and attendance; and  Be able to communicate positively about the festival programme. |
| **EVENT / PROJECT MANAGEMENT** | Assist with administration for the organisation’s activities;  Support festival operations through timetabling activity and preparing staff/volunteer rotas; and  Contribute to project evaluation and support/compile data gathering, project evaluation and reporting. |
| **ADMINISTRATION** | Collaborate and maintain effective working relationships with fellow staff members, artists, freelancers and volunteers  Adhere to existing work practices and procedures and to contribute to the development and respond positively to new and alternative systems  Demonstrate commitment to Young at Art through regular attendance and the efficient completion of all tasks allocated within the deadlines required and set  Adhere to and support the implementation of all company policies and procedures including safeguarding, equality, health & safety, data protection and all others in place from time to time |
| **GENERAL** | Commit and work to Young at Art's Strategic Framework  Uphold Young at Art's values of being Child-led, Quality and Excellence, Accessibility, Innovation and Respect  Engage with their own continuous professional development to contribute to the activities, promotion and development of Young at Art |

The key responsibilities above give a broad outline of the functions of the post. However, these duties are approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the post’s level of responsibility as allocated by their line manager as part of working in a small team to deliver Young at Art’s strategic framework. The outline of responsibility may change from time to time.

# Person Specification

Young at Art are looking for candidates who can best meet all Essential criteria and most closely demonstrate the Desirable criteria.  Applications that DO NOT MEET ALL Essential criteria will not be considered.  Young at Art reserves the right to weight key skills within the selection process.

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| **RESPONSIBILITIES** | **ESSENTIAL** | **DESIRABLE** |
| **INCOME GENERATION – FUNDRAISING / SPONSORSHIP & PARTNERSHIP DEVELOPMENT / SALES & AUDIENCE DEVELOPMENT** | Experience of formal writing  Evidence of working to schedules and deadlines  Excellent written and oral communication skills  Ability to initiate and follow through on ideas | Holder of, or working towards a Third level qualification (certificate, diploma or degree) in a related field  Detailed knowledge of at least one artform  Experience in report writing  Experience in and understanding of excellence in customer relations  Knowledge and understanding of the arts in Northern Ireland |
| **EVENT / PROJECT MANAGEMENT** | Evidence of managing competing demands  Ability to build effective working relationships | Experience of working in the arts/cultural sector, particularly live events |
| **ADMINISTRATION** | Ability to work with a high degree of accuracy and attention to detail  High degree of computer literacy including keyboard skills, use of standard office software, internet and social media | Experience of administration in the arts, cultural and heritage sectors |
| **GENERAL** | GCSE in English and Maths (or equivalent) - minimum grade C | Knowledge of Young at Art and our aims and objectives |