

# Essex Boys & Girls Clubs

Supporting young people since 1939

[www.essexboysandgirlsclubs.org](http://www.essexboysandgirlsclubs.org)

Harway House, Rectory Lane, Chelmsford CM1 1RQ

T: 01245 264783 Registered Charity Number: 301447



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## WE ARE RECRUITING FOR An Arts Officer

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### Overview

**We're looking for someone energetic, enthusiastic, conscientious and committed to work with communities in Essex for the next 3 years to create more opportunities for young people.**

With 3 years of funding for this post from the National Lottery Community Fund, we're looking for someone with the commitment and get-up-and-go attitude to increase participation and opportunities for young people within the art sector, focusing on creating and delivering training, workshops, events & competitions that feature on the EBGC events calendar for our affiliated clubs.

**You'll use our Chelmsford office** as a base to reach communities across Essex and you'll need your own car to get to clubs.

**You'll need to be flexible** – You'll be prepared to regularly work at evenings, occasional weekends and residential.

**You'll need to be very approachable** – you'll be working with lots of people, young and old, from all walks of life, in a variety of locations around the county.

**You'll need to be self-motivated** as you'll be heading out on your own to meet clubs, run sessions and engage with club volunteers and young people. You will be organising and supporting the delivery of various EBGC events.

**You'll need to be a great communicator** as you'll be part of a team of 20 working all over Essex to provide opportunities for young people, and they'll all want to work with you and apply your learning to their work.

**You'll need to be excellent at keeping track of what you're doing** – you'll be reporting regularly back to your team lead and also providing monitoring information for the National Lottery Community Fund.

**You'll need to be creative** – Each club is independent and individual, and one size doesn't fit all. You'll need to be adaptable and creative to ensure everyone can get involved.

**You will be well supported** – you will work closely with the Sports and Club Development Officers and be supported by the Club Development Lead with ongoing professional development opportunities.

**You will have job security** - the role is funded for 3 years as a fixed term contract from May 2019. We're looking for someone prepared to commit for that period.

**You have the chance to expand the arts within our network** – As a new post this gives you the perfect opportunity to expand the arts for our affiliated clubs focusing on your creative skills and knowledge.



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### Job Specification

- To build positive rappsorts with club leaders, volunteers and young people and support activity delivery within our affiliated club network.
- Support the EBGC Calendar which includes: events, activities, training, interclub activities, residentials and other EBGC offerings.
- To create opportunities for young people to participate in focusing on the arts.
- Support our affiliated clubs which includes club servicing visits.
- Investigate potential funding for arts programmes.
- To work on all aspects of planning, delivery and monitoring of the project work at EBGC.
- To work towards targets identified by the National Lottery Community Fund and Line Manager, reporting to him/her on a regular basis on progress made.
- To provide written reports every 3 months.
- To deliver residential work as and when required.
- To adhere to the guidelines as outlined in the EBGC Staff handbook.
- To undertake training as and when required.
- To keep appropriate records in line with monitoring requirements.
- To undertake any other EBGC business as and when required.

### Person Specification

- Experience of working with young people.
- Experience of working within the art sector\*
- Computer Literate in Word, Excel and Publisher and familiar with Outlook.
- Able to organise his/her own workload as well as directing others.
- Be able to work independently or as part of a team.
- A good communicator both written and verbally and able to communicate with a broad range of people.
- Self-motivated, able to develop ideas from planning stage and bring them into fruition.
- Commitment to a flexible working pattern including evenings, occasional weekends and occasional bank holidays.
- A clean driving license and access to a car is essential.

\*The arts referring to a variety of creative skills such as arts and crafts, photography, film, performing arts and music.

**Hours of Work** – Based on a 35 hour week the post requires flexibility. Normal office hours are 9am to 5pm with 1 hour lunch. For time worked outside the agreement time off in lieu is available.

**Holiday** – 25 Working Days

**Salary** £22-25k depending on experience

The successful applicant will be subject to DBS and reference checks.

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**To Apply** – Please send your CV and a cover letter explaining why you would like and what you would bring to this job role to [rebeccas@essexboysandgirlsclubs.org](mailto:rebeccas@essexboysandgirlsclubs.org) or EBGC, Harway House, Rectory Lane, Chelmsford CM1 1RQ.

**Deadline** – Sunday 31<sup>st</sup> March 2019

### ABOUT THE EMPLOYER

**Employer:** Essex Boys and Girls Clubs was founded in 1939 and is a registered charity providing a variety of activities, training, opportunities and support for over 130 affiliated clubs and the young people that attend them. The organisation's main office is in Chelmsford and facilities include Layer Marney Outdoors in Colchester, Stubbers Adventure Centre in Upminster, the High Row Centre in the Lake District and Maes Y Lade in Wales which are used to deliver many of the programmes.

EBGC also delivers project work in schools and to groups of young people outside of the club network when applicable.

**Our Mission** is to provide a high quality service to our affiliated clubs, their membership and other users of our services, with excellent activity opportunities for the diverse community. We aim to create opportunities for young people to realise their potential.

**Our Vision** is to raise the levels of participation by young people in our activities and to offer an attractive, safe, welcoming and encouraging environment for young people to achieve their own personal aims.

### Equal Opportunities

Essex Boys and Girls Clubs is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. No job applicant, employee, client, or young person will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, pregnancy and maternity and gender reassignment, disability, religion, political belief, socio-economic background, parental status, age or club membership. The organisation is committed to a programme of action to ensure that this policy be fully effective.