

# KWMC

KNOWLE WEST MEDIA CENTRE



## ASSOCIATE YOUTH FACILITATOR Application Pack



If you require this application pack in an alternative format please email [clara@kwmc.org.uk](mailto:clara@kwmc.org.uk) or call 0117 903 0444.

A description of the image in this document can be found on the final page.

# Thank you for your interest in working with KWMC

**Hello!** In this pack you will find more information about the job role and how to apply. Here is a bit about us.

## Who we are and what we do

Knowle West Media Centre (KWMC) is an arts and digital National Portfolio Organisation (NPO) and registered charity based in Knowle West, South Bristol. Our purpose is to support people to make positive changes in their lives and communities, using technology and the arts. We have 25 years of experience in working collaboratively with people from different backgrounds to develop new and creative models for achieving positive social change.

The KWMC family includes: [Bristol Living lab](#) - a programme of experimentation and co-creation, [Jump Studios](#) - a programme for young people and emerging creatives, [Eight Creative Agency](#), [KWMC The Factory](#) - innovation space for making and digital fabrication, [We Can Make](#) – award winning community led housing initiative and Sustainable Neighbourhoods - leading projects such as [Our Digital City](#). KWMC is also one of the founding members of the [Knowle West Alliance](#).

To learn more about KWMC's history and activity you can visit: [kwmc.org.uk/about/](http://kwmc.org.uk/about/)

## Our core values

- **Integrity:** treating others with honesty, consistency and respect, and being prepared to be held accountable for your actions
- **Imagination:** not being afraid to do or think differently, and being willing to explore new perspectives and creative ways of doing things
- **Collaboration:** working with others to achieve a shared goal, valuing the contribution and expertise that each individual brings
- **Equity:** recognising that in order for everyone to have an equal opportunity to succeed, some people may need additional support – then doing what you can to make this happen
- **Resilience:** staying faithful to your mission and values but having the flexibility to adapt to change

Thank you for thinking this role might be for you. We look forward to hearing from you and receiving your application.

## Role Description

Love working with young people? We are recruiting!

KWMC's young people's team, Jump Studios, are looking for Associate Youth Facilitators who have a passion for supporting young people express their creativity through arts, tech and media. We are currently running socially distanced sessions after school and keen to find new people who are great at working with young people and would enjoy being part of a dream team!

We are currently looking for a creative youth worker to support on Control Alt Delete and Maker City, two of Jump Studios' after-school programmes.

A little bit about the programmes:

**Control Alt Delete** is our exciting after school for young people who are interested in tech, coding and gaming. Control Alt Delete provides a fun, safe space for young people to explore creative technologies and to develop the skills and tools to become creators!

**Maker City** is a STEAM (science, technology, engineering, arts and maths) project for young people who are interested in learning about digital making, creative technologies and social action. The main aim of Maker City is to encourage young people to problem solve and learn new skills whilst building confidence in digital making and new technologies such as laser cutters, 3D printers and digital embroidery machines.

We're looking for enthusiastic people to support the facilitation of these workshops as well as the ability to support the young people's mental health and wellbeing.

We want individuals who are great at working with young people and are happy to get stuck in. If you know nothing about creative technology, coding or social action we can train you; if you know everything, that's a bonus! Either way, we'd love to hear from you.

## Equal Opportunities: Our Commitment

KWMC welcomes and celebrates diversity and differences between people and the strengths these bring to our communities and workforce. KWMC aims to provide excellent and efficient opportunities and services enabling everyone to fulfill their potential. To do this we must give everyone equal access to services and job opportunities. Treating everyone the same does not necessarily give people equality of opportunity. Sometimes we need to treat people in a different way to give them the same access to a service or job.

We recognise that everyone is different and we will treat people as individuals.

## **JOB DETAILS**

**Title:** Associate Youth Facilitator

**Hours:** 2 x 2-hour workshops per week and adhoc / cover sessions  
Commencing w/c 1<sup>st</sup> May

Mondays, 4.15 - 6.15pm  
Tuesdays, 4.15 - 6.15pm

**Fee:** £17p/h

**Location:** Knowle West Media Centre

**Accountable to** the Project Manager (Young People & Creative Technology) and KWMC Trustees

## **ROLE PURPOSE**

To support the delivery of KWMC's weekly programme Control Alt Delete and Maker City as part of Jump Studios' after-school programmes for young people aged 10- 16 years.

You will:

- Support young people to develop their creative talent and skills
- Inspire young people to participate in arts, media and technology activities
- Encourage young people to experiment with arts, media and technology

## **KEY RESPONSIBILITIES**

- Assist delivery of the programme at KWMC (Leinster Avenue) and KWMC: The Factory
- Provide pastoral support for young people and ensure their mental health and wellbeing is being taken care of

### **General**

- Represent KWMC and promote its charitable aims and objectives.
- Abide by all the policies and procedures of KWMC in particular those around Safeguarding, Child Protections and Health & Safety. [Summaries can be found here.](#)

## **EXPECTED OUTCOMES**

- Successful sustained engagement and involvement of young people at Jump Studios
- Identification of positive impact on young people's learning and personal development as a result of participation in Jump Studios programmes

## **WORKING RELATIONSHIPS**

This role requires the post holder to deal with a wide range of stakeholders, from external commercial organisations, colleagues delivering other services within KWMC, and local schools and communities.

## **COMMITMENT TO HEALTH & SAFETY, CONFIDENTIALITY & EQUAL OPPORTUNITIES**

### **Health and Safety and Security**

It is the duty of every employee to work in such a way so that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk.

### **Confidentiality**

In the course of every employee's duties, they may have access to confidential material about members of staff, volunteers or KWMC business. On no account must information relating to identifiable people or organisations be divulged to anyone other than authorised persons. If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, the employee must seek advice from their manager. Failure to observe these rules will be regarded by your employers as serious or gross misconduct, which could result in disciplinary action being taken against you.

This job description is subject to review and amendment in response to the changing needs of the project.

**April 2021**

## Person Specification

### Essential

#### Skills and Abilities

- Ability to develop and sustain excellent working relationships with young people.
- Working with young people in open access creative sessions
- Excellent communication skills, and in particular ability to communicate with young people and advocate on their behalf as necessary
- Ability to reflect on practice and provide concise weekly feedback to session leaders

#### Experience

- Minimum one year's experience working directly with young people
- Experience of facilitating activities for and with young people
- Experience of using media, arts and technology as a tool to engage young people

#### Knowledge

- Understanding of access and inclusion issues in relation to working with young people
- Understanding of Safeguarding and Child Protection
- Knowledge of issues that particularly affect young people

#### Personal attributes and other requirements

- Passionate and active desire to support young people's development
- Prepared to undertake relevant training, for example child protection
- Prepared to adhere to COVID19 regulations and take weekly lateral flow tests

### Desirable

- A youth work qualification
- Technical knowledge in areas such as computer programming, electronics, minecraft, scratch, python (or a willingness to learn)
- Experience of supporting young people in attaining out of school qualifications e.g. Arts Awards
- Experience of living or working in Knowle West

# Application & Recruitment Process

## How to apply

Please send the following to [clara@kwmc.org.uk](mailto:clara@kwmc.org.uk) with the title 'Application: Sessional Youth Worker':

1. Your CV including two references (maximum two pages A4, font size 12)
2. A cover letter (maximum two pages A4, font size 12) clearly detailing how you meet the essential criteria shown on the person specification OR a short video (maximum three minutes) detailing clearly how you meet the essential criteria on the person specification. Please share this as a private, password protected link (e.g. Vimeo or Youtube).
3. Complete an online anonymous [Equalities Monitoring Form](#) - the information you share will not be stored with, or linked to, your submission. Completing the form helps us understand whether we are reaching people from a range of backgrounds through our promotion of this opportunity.

Please note this role requires an enhanced DBS check which KWMC will arrange if you don't already have one.

**If you have any access needs that require you to submit your proposal in another format, please get in touch so we can help you find a suitable option.** All applications will be assessed according to the same criteria and submitting in a different format will not affect your chances of being selected.

## Timeline

Application deadline: Rolling deadline

Rolling interviews and paid trial shift from Monday 19 April 2021

Successful interviewees will be invited to join us for a paid trial session with a group of young people. This is an associate position paid at £17 per hour

APPLY NOW!

## Recruitment Process

We welcome and encourage applications from those currently underrepresented in our workforce and in the arts community; particularly any applicant who identifies as

working-class, as a person of colour, transgender, non-binary or genderqueer, D/deaf, visually impaired, disabled or neurodivergent.

We guarantee an interview for anyone who identifies as one or more of the above and fulfils the minimum requirements of the role. **If you would like this to be a consideration please indicate in your application.** We will not use your Equal opportunities form to assess your eligibility. All applications will be assessed on merit.

**Offer of employment:** All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

## Contact

Please get in touch with any questions: contact [clara@kwmc.org.uk](mailto:clara@kwmc.org.uk) or call 0117 903 0444.

If you'd like to talk to someone confidentially about any concerns or queries in advance of making an application, please contact Michaela: [michaela@kwmc.org.uk](mailto:michaela@kwmc.org.uk)

## Credits

Jump Studios is supported by BBC Children in Need and Comino Foundation.



Knowle West Media Centre is supported by Bristol City Council and supported using public funding through Arts Council England.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

## Image Descriptions

This application pack contains an image to illustrate the work of KWMC and Jump Studios:

1. A pavilion made of wooden blocks is in front of the Knowle West Media Centre building. The pavilion has platforms and seating areas of various heights. Five young people and three adults are sitting and standing on the pavilion and smiling. Some have their arms open wide and held up to the sky.