



JOB PACK

Project Coordinator (Young People)

Apply by 23:59pm on Sunday 23rd August 2026.

If you require this job pack in a different format or have any questions about the role, call 0117 903 0444 or email enquiries@kwmc.org.uk

Welcoming Everyone



Image Credit: Ibi Feher, A-Z of Care Card Launch 2022

We believe our work will be stronger with greater diversity. We want KWMC to reflect the communities we work with and warmly welcome applications from people who are underrepresented in the arts, charity and community sectors.

This includes people who identify as: working-class, disabled, D/deaf or neurodivergent, LGBTQIA+, visually impaired, and/or from global majority background (e.g. Black, Asian, mixed heritage).

We are committed to creating an inclusive and supportive workplace.

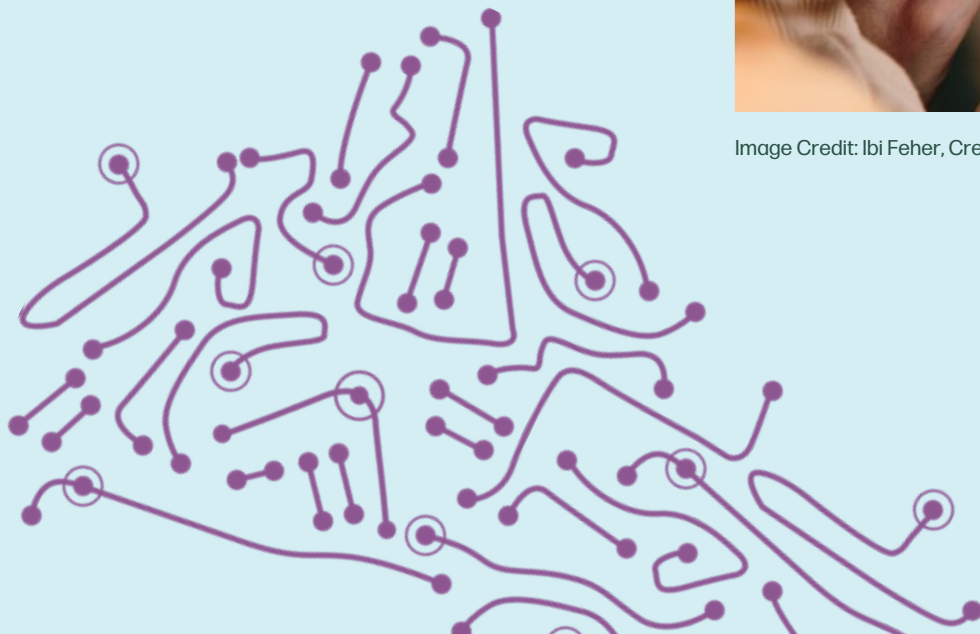
Accessible Recruitment

We want to ensure our recruitment process is accessible for you. If you would like this information in a different format, require further information, need support with access requirements or an informal chat about the post please contact us by email at enquiries@kwmc.org.uk or call 0117 903 0444.

You can find out more information about the recruitment process, ways to apply and support available in the 'How To Apply' section.



Image Credit: Ibi Feher, Creative Cuppa with PRRRRRT! 2024



Role Profile

We are looking for someone to join our creative delivery team to support the engagement, delivery and coordination of creative programmes at Knowle West Media Centre (KWMC). You will predominantly work across our Young People's Programme, co-developing and delivering creative activities that bring together arts, technology and community.

We are looking for someone with experience of working with young people, ideally in youth work or community settings and with an interest in the arts, creative technology or making.

The ideal candidate will be an excellent communicator and facilitator who enjoys building positive relationships with young people and creating welcoming, inclusive spaces where they can develop confidence, creativity and new skills.

You will work at Knowle West Media Centre; a multidisciplinary site with music studios, a digital fabrication making space and a range of creative technologies in the heart of Knowle West. You will work alongside colleagues to ensure a vibrant, innovative and inclusive environment that is safe, accessible and welcoming for everyone.



Image Credit: Ibi Feher, Knowle West Fest 2024

The role will include delivering activities at KWMC, in schools, Alternative Learning Provision (ALP) settings, youth clubs and community venues, including supporting young people who are at risk of becoming, or are currently, Not in Education, Employment or Training (NEET). Our core young people's programmes are focused on 10-17 year olds but work may also include creative engagement with primary school aged children, through to young people in their 20s.

Alongside your work with young people, you will occasionally support delivery across other areas of KWMC's Creative Programme, including activities and events with families and adults, helping to create joined-up creative opportunities across the organisation.

Job Details

Job title: Project Coordinator (Young People)

Hours: Part time - 3 days per week (22 hours per week). Core days Monday-Wednesday, including 3 after school sessions per week) After-school sessions typically finishing between 6:30 - 7:30pm.

Salary: £25,933 per annum (pro rata for 22 hours per week).

Contract: One year

Location: Knowle West Media Centre, Leinster Ave, Bristol, BS4 1NL. We are a place-based organisation so presence in Knowle West is important. Whilst we support flexible working hours and occasional remote working where appropriate, our delivery sessions are all face-to-face so in-person working is essential, but there is some flexibility outside of delivery for remote working and flexible hours to meet your access needs.

Line manager: Young People's Programme Producer

Holiday entitlement: 25 days per year plus bank holidays pro rata. Actual 22 hours per week entitlement TBC.

Learning & Development - we invest in the growth and development of all our staff, including training, professional qualifications, conferences, and lots of opportunities to go and see work.

Cyclescheme - Cyclescheme is an employee benefit that saves you 25-39% on a new bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary by your employer, and there is no upper limit.

Wellbeing support - KWMC has an Employee Assistance Programme provided by Bupa that includes a free professional counselling and information service that is accessible to employees.

Pension - 3% employer contribution to a NEST pension.



Image Credit: Ibi Feher, Nature Works 2026

Key Responsibilities

- To build positive relationships with young people, supporting them to develop confidence, creativity, skills and aspirations.
- To work with the team to develop engaging, inclusive and accessible creative programmes for children and young people.
- To build and maintain positive relationships with parents, carers and families, encouraging their engagement with programmes and supporting young people's ongoing participation and development.
- To facilitate workshops and events as required at KWMC, in schools, Alternative Learning Provision settings and in the community.
- To support the planning and delivery of inspiring creative sessions and workshops across a range of programmes, including after-school sessions, in-school projects, holiday activities and targeted programmes.
- To support young people to access KWMC's creative spaces, equipment and facilities on a 1:1 and small group basis, outside of facilitated workshops where appropriate.
- To support young people to shape and co-design activities, ensuring youth voice is embedded throughout the programme.
- To adapt activities to meet a wide range of needs, ensuring sessions are inclusive, accessible and welcoming for all participants.
- To support delivery with young people with additional needs, including those with SEND, those attending Alternative Learning Provision and young people who are at risk of becoming, or are currently, Not in Education, Employment or Training (NEET).
- To support sessional activity and wider engagement sessions across KWMC's Creative Programme as required, including projects with schools, families and adults.
- To work collaboratively with artists, freelancers, teachers, youth workers and partner organisations to deliver high-quality creative experiences.
- To support participants' journeys through KWMC, including signposting progression opportunities, volunteering, training and leadership.
- To gather monitoring information and contribute to evaluation and reporting against funding requirements using KWMC systems and processes, ensuring young people's feedback and learning inform future delivery.
- To work with the team to create an inclusive, collaborative and supportive environment.



Image Credit: Ibi Feher, Maker City Showcase 2026



Person Specification



Image Credit: Ibi Feher, Maker City Showcase 2026

Essential

- Experience of working with children and young people in youth work, education, community or creative settings.
- Confident facilitator, with experience of leading activities for groups of up to 25 participants and supporting people to learn.
- Excellent communicator who is friendly, welcoming and able to build positive relationships with people from diverse backgrounds.
- Project coordination skills, including workshop planning, organisation, time management and working collaboratively within a team.
- Experience of developing activities alongside young people, with a commitment to youth voice and co-design.
- Creative practice, skills or strong interest in arts, creativity and/or creative technology.
- Ability to adapt activities to suit different ages, abilities and learning styles.
- Experience of monitoring projects, gathering feedback and contributing to evaluation and reflective practice.
- Ability to use, or willingness to learn, a range of creative technologies and digital tools.

Desirable

- Youth work qualification or relevant experience.
- Experience supporting young people with SEND, neurodivergence or additional needs.
- Experience working with young people in schools, Alternative Learning Provision, community settings or with young people who are NEET or at risk of exclusion.
- Knowledge of safeguarding practices and working with children, young people and vulnerable adults.
- Experience using creative technologies such as digital media, photography, filmmaking, digital fabrication, coding, music technology or design software.
- Interest in, or experience of, using arts and creative technology to engage communities.
- Project management experience.
- Lived experience or knowledge of the Knowle West community.
- Full UK driving licence.



How to Apply

Application deadline:
Sunday 23rd August
2026 (by 23:59pm)

Interview invitations sent:
Tuesday 25th August

Interviews Round 1:
Wednesday 2nd September, daytime.

Interviews Round 2 (Running 45-minute activity with young people):
Tuesday 8th September, after-school time.

Role offered (subject to references) by:
Thursday 10th September, to start as soon as possible (we understand you may have notice to work, which can be discussed in interview stage).

To apply, please complete this short form

You'll be asked to tell us:

- Why you're interested in the role (up to 250 words)
- How your experience and skills relate to the role (up to 750 words)

You can apply in writing, or there is an option in the form to send an audio recording or a video (up to 10 minutes).

Alternative formats are welcome and submitting in a different format will not affect your chances of being selected.



Image Credit: Diega Maeso, Filwood in Motion 2025

This role is made possible through funding from:

