

## Job Description

<b>Post:</b>	<b>Creative Producer (Dance Partnerships)</b>
<b>Directorate:</b>	Communities and Neighbourhoods (CaN)
<b>Team:</b>	Spotlight
<b>Grade:</b>	<b>SO2</b>
<b>Responsible to:</b>	Creative Team Leader
<b>Responsible for:</b>	Volunteer and Partner Supervision

---

### Spotlight Creative Youth Service

Spotlight is a creative youth service designed to inspire young people from across Tower Hamlets. Through a programme of Creative activities and opportunities for support and growth, Spotlight works with a range of partners and services to deliver award winning youth provision.

### Vision

The Spotlight vision is to effectively deliver a world class youth offer to young people by:

- Raising expectations of what youth services look like through quality support, programming and delivery;
- Creating a welcoming and safe environment which is open at available and accessible times to all young people;
- Supporting young people in groups and as individuals on a journey through support and progression so that they can realise their full potential; and
- Offering high quality Creative Programmes that enable young people to develop talent, passion and enthusiasm in the arts as well as contributing to their overall growth

### Purpose of Job:

The Creative Producer (Dance Partnerships) will be an integral part of Spotlights Creative team.

Spotlight aims to support young people's emotional and economic growth through the arts and as the Creative Producer (Dance Partnerships) you are responsible for the positive growth of the creative programme, and the continued development of the way we work with young people. You will be focused on (but not limited to) the development of the Dance offer and supporting the progression of its participants.

### Main Duties and Responsibilities

- To work closely with Spotlights Dance Partners, ensuring their programmes are promoted, supported effectively and delivered in line with Spotlights ethos & Programming priorities.
- To work with the Creative Team Lead & Creative Programme Manager to develop, deliver and evaluate Spotlight's Dance programmes, in-line with programming priorities ensuring engagement from all young people including targeted programmes for those most at need or least likely to access a creative offer.
- To work within Spotlights Quality Assurance Framework to ensure all facilitation is at the highest possible standard with the best outcomes for young people.
- Be responsible for the recruitment, engagement and progression of young people on the Dance programmes.

## **Partner Management**

- To work with Spotlights Dance Partners to ensure their programmes are reflective of Spotlights Programming Priorities, well attended and effectively supported.
- To create a 'Centre for Dance' at Spotlight, by bringing together new and existing partners and promoting joined up working and collaboration across the Dance Programme
- To work with the Creative Programme Manager to identify partners and produce collaborative projects that support young people to progress and develop additional skills.
- To support dance partners to monitor engagement and have systems in place to support retention.
- To network and make contact with other industry professionals, teachers and other workers ensuring a clear progression pathway is in place for young people to both enter and exit the service.
- To be aware of the Dance scene in London and the UK and broker partnerships with other Dance organisations who add value to the programme.
- Work with the Creative Programme Manager to ensure delivery partners are appropriately on-boarded and are working within Spotlights Quality Assurance Framework & Creative Youth Work Methodology
- Broker relationships with organisations who can support 19+ progression of young people on the Dance programme.

## **Programme Delivery & Evaluation**

- Work with the Creative Team and Spotlight Dance Partners to develop an annual programme that takes into consideration Spotlight's Creative Youth Work Methodology and Programming Priorities.
- Ensure all programmes are fully Risk Assessed and planned effectively to meet measurable outcomes for young people.
- To create opportunities for young people to platform their work at live events and sharings.
- Build in evaluation processes to measure the impact of programmes at planning stages and throughout session delivery, ensuring Young Peoples voices are heard.
- Work with the Creative and Monitoring & Evaluation Teams to produce evaluation materials detailing the progression of young people and the efficacy of the programme as requested.
- Deliver and facilitate Spotlights in house Creative Programmes as required

## **Work with Young People**

- Create safe and welcoming environments where young people feel comfortable to try new things, take the lead, and develop their ability to make decisions.
- To cultivate professional relationships, building trust with young people.
- To work with partners to adapt delivery to meet the needs of young people with different learning styles, or those with SEND.
- To identify additional support required by individual young people to overcome barriers which may impact their progression; signpost and refer them to relevant support services.
- To develop progression plans which identify and achieve their goals, including accessing education, training and employment.
- Develop and implement recruitment strategies to engage young people who are NEET & under-represented.

## **General**

- To work in line with Spotlights Safeguarding procedures and alert any concerns to the designated Safeguarding Lead / Spotlight Management Team.
- To participate in the organisation's staff and volunteer development process and undertake training as agreed
- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.
- Due to the nature of this post, employment in this role is dependent on an enhanced Disclosure and Barring Scheme check
- Be available to work some evenings and weekends

### Person Specification

**Post:** Creative Producer (Dance Partnerships)

**Grade:** SO2

**Team:** Spotlight

**Directorate:** Communities and Neighbourhoods

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	a. In possession of a nationally or locally recognised Youth Work qualification or working towards a nationally recognised qualification in Youth Work.
2. Skills	<ul style="list-style-type: none"><li>a. The ability to work unaided, with limited supervision and as part of a team, with experience of managing volunteers and external relationships</li><li>b. Builds lasting relationships with people from different backgrounds, using trust-building, motivation, diplomacy and empathy</li><li>c. Displays an enthusiastic, flexible and positive approach to work, shows drive and determination to excel for young people and committed to achieving high standards</li><li>d. Has a “can do” attitude and makes things happen – even if they are not high on the priority lists of others</li><li>e. Excellent oral and written communication skills, tailors communication content and style to suit the audience and familiar with a variety of ICT systems</li><li>f. Is open to new possibilities and contributes to the development of new ideas</li><li>g. Can work effectively with local Agency Partners &amp; Schools to provide the best support for young people.</li></ul>
3. Experience	<ul style="list-style-type: none"><li>a. Substantial experience of developing and delivering youth work, including different types of interventions, a commitment to youth work values, and enabling young people to achieve their goals</li><li>b. Experience of delivering Dance activities to young people.</li><li>c. Experience of providing pathways for young people to achieve in the creative arts.</li><li>d. Experience of supervision volunteers to deliver a modern youth service.</li></ul>

<p>4. Knowledge</p>	<ul style="list-style-type: none"> <li>a. A sound understanding of the needs of diverse young people and related issues which may impact on them, and experience of supporting young people to access relevant service</li> <li>b. An understanding of wider creative arts practices and the benefits to young people</li> <li>c. Knowledge of referral systems and agencies to enhance work with young people.</li> <li>d. An understanding of the educational basis of youth work including the philosophy of experiential learning in informal community settings.</li> <li>e. Knowledge of the challenges facing young people in Tower Hamlets and support that can be offered to provide them with greater opportunities.</li> <li>f. The ability to apply youth work methodologies to Spotlights ethos via the three key strands: Get Active, Get Creative, Get Inspired.</li> </ul>
<p>5. Key Competencies</p>	<ul style="list-style-type: none"> <li>a. Putting others first</li> <li>b. Achieving Results</li> <li>c. Open to change</li> <li>d. Informed and informing</li> <li>e. Personal Progress</li> <li>f. Partnership Working</li> <li>g. Problem Solving</li> </ul>