Thank you for your interest in working with The NewBridge Project and Dwellbeing Shieldfield in the role of **Youth Programme Producer** for the **Shieldfield Youth Programme**. The closing date for applications is **Monday 24th April,** and interviews will take place the week beginning 6th May (to include an interview with staff from NewBridge and Dwellbeing, and short evening session with a group of young people.)

We are recruiting for a Youth Programme Producer, who will be responsible for project managing the ongoing development and delivery of meaningful youth activity for children and young people as part of the Shieldfield Youth Programme.

The Youth Programme Producer will line manage and lead the youth team. This includes a Youth Worker and Sessional Youth Worker.

In this new, key role, the Youth Programme Producer will oversee the planning, development, and management of the running of the Youth Programme across development, operations, administration and communication. Working closely with a Youth Worker and Sessional Youth Worker to design an engaging programme of activities that not only meets the needs of young people but has their voice and vision at its centre.

About The NewBridge Project
The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, opportunities and an ambitious programme of exhibitions, commissions, artist development and events. We deliver this responsive programme in consultation with artists and community members.

About Dwellbeing Shieldfield
Dwellbeing Shieldfield is a co-operative of Shieldfield residents and community members of all ages and backgrounds. Through our projects, research, and events we share life together, support our neighbours and celebrate and empower our rich and diverse community.

This job pack includes:

1. Important dates and information about the job
2. Description and overview of the job
3. Roles and Responsibilities
4. Skills and experience that we are looking for
5. How to apply:
    - o Details and guidance on how to apply
    - o Selection process and Interview
    - o Further support and queries
6. Further information about Shieldfield Youth Programme, Dwellbeing and NewBridge

We encourage applicants from all backgrounds to apply who have the relevant expertise and experience to fulfil this role. Please get in touch with any queries or sign up to our open day.

We look forward to hearing from you soon,
Shieldfield Youth Programme Team

1. Important dates and information

Title:	**Youth Programme Producer**
Deadline:	**Monday 24th April, noon**
Interview Date:	Week beginning 6th May Panel Interview: between 10am – 6pm, date to be confirmed. Workshop / session with some members of the Shieldfield Youth Programme: between 4-6pm, date to be confirmed.
Start Date:	As soon as possible
Salary:	£29,000 pro rata (£11,600 actual for 2 days per week)
Hours:	Part time, 2 days / 16 hours per week *We are currently applying for funding which could make this role 3 days / 24 hours per week – please note in your application of this would be of interest.*
Contract:	Beginning May 2024; contract until May 2025 (the extension of the role beyond this is funding dependent but we anticipate it to be a permanent role) 3-month probation period.
Location:	Remote, Detached and Venue based. You will normally have access to The NewBridge Project staff office, and Dwellbeing staff office. We are both based at: The NewBridge Project, Shieldfield Centre, 4-8 Clarence Walk, Newcastle upon Tyne, NE2 1AL
Working with:	The role will involve working with The NewBridge Project and Dwellbeing Shieldfield. Your will be line managed by The NewBridge Project, and your day-to-day work will be overseen by the Youth Management Group. You will line manage the Youth Worker and Sessional Youth Worker. Your employment contract for this role will be with The NewBridge Project.
Working day:	The role is 16 hours per week, which can be worked across 2 days or split across several days. The role will include evening and weekend work. At present our regular youth group meets on a Wednesday between 3-7pm.

Flexible working	We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on the delivery of regular planned activity. Due to the nature of the role you will be expected to work some evenings and weekends. The NewBridge Project operates a Time Off In Lieu policy for out-of-hours work.
Equal Opportunities & Diversity	Both organisations are committed to ensuring an equality of opportunity throughout the recruitment process, and actively welcome applicants from any race, nationality, ethnicity, religion, socio-economic background, sexual orientation, age or disability.

2. Description and Overview of the Role

About the role

The Youth Programme Producer will be responsible for project managing the ongoing development and delivery of meaningful youth activity for children and young people as part of the Shieldfield Youth Programme.

The Youth Programme Producer will line manage and lead the youth team. This includes a Youth Worker and Sessional Youth Worker.

In this key role the Youth Programme Producer will oversee the planning, development, and management of the running of the Youth Programme across development, operations, administration and communication. Working closely with a Youth Worker and Sessional Youth Worker to design an engaging programme of activities that not only meets the needs of young people but has their voice and vision at its centre.

About the Programme

The Shieldfield Youth Programme creates a space for young people to come together in the place where they live and build new friendships. It offers opportunities for them to develop their creative skills and talents, exploring new ways of thinking and doing things together in a supportive environment. It aims to empower people to become active members of the local community and is locally rooted, thematically strong and aims to instil values of solidarity, social and economic justice and creativity.

Young people have been at the heart of the programme since its inception and since launching in Spring 2021 the Youth Programme has grown to include over 90 young people in Shieldfield.

The content of the programme at present includes:

- Regular detached youth work.
- Regular youth and children's activity groups (2 sessions between 4.00pm –6.30pm on a Wednesday, and an hour-long session as part of our monthly 'Saturday Social').
- Monthly workshops – working with an invited workshop leader such as an artist or activist, for young people to learn new skills and put some of their ideas into practice.
- Seasonal events – including field trips, summer schools and holiday activities.

3. Main tasks and responsibilities

Programme development and delivery

- Project manage the development and implementation of a comprehensive programme of activities, including setting key aims and objectives for the development and delivery of the Shieldfield Youth Programme.
- Ensure the Programme is developed in line with vision/mission/values of the Youth Programme, NewBridge and Dwellbeing.
- Develop and create a relevant and engaging youth-led programme that has young peoples' ideas and vision at its centre.
- Foster positive relationships with young people, actively soliciting their feedback to ensure that their voices are heard in the programme planning and decision-making process.
- Lead on the planning of weekly, monthly and seasonal activity as part of the youth programme.
- Support the delivery of all youth programme activities and events, attending weekly sessions.
- Support and take part in detached work in Shieldfield to build rapport with young people – both those already engaged and those yet to work with us.
- Support the Youth Worker(s) to develop the leadership skills of the Youth Membership, supporting potential young leaders to learn and develop their skills.
- Foster positive working relationship and act as the main point of contact for artists, workshop leaders and facilitators to run sessions for the youth programme.
- Ensure all activities are delivered on time, within agreed budgets and to a high standard.
- Establish metrics and benchmarks to evaluate the effectiveness and impact of the Programme and regularly monitor and report on progress toward goals.
- Where funding and capacity allows, work with other team members at The NewBridge Project and Dwellbeing on special projects and activities that involve young people.

Administration

- Lead the Youth Management Group, scheduling and leading monthly meetings, including preparing agendas, short reports, budgets and other information as needed.
- Oversee logistics and administration relating to the Youth Programme.
- Manage the Youth Programme budget with input from the youth programme team.
- Ensure that the programme is developed and delivered in line with policies and procedures.
- Work with the Youth Worker to review and/or develop policies and procedures where necessary.
- Ensure the youth programme team are undertaking monitoring and evaluation on a regular basis, to ensure reflection is embedded into the shaping of our future programme.
- Provide input into evaluation and monitoring reports to be shared with funders, partners, the NewBridge Board of Trustees and Dwellbeing Stewards.
- Work with teams at NewBridge and Dwellbeing to oversee marketing and communications to promote the Programme through various channels including social media and in partnership with schools and other organisations.
- Provide input to funding bids and fundraising where appropriate.

Relationship Building

- Build rapport with young people to create a supportive atmosphere where young people feel comfortable expressing themselves and sharing their ideas.

- Act as a positive ambassador for the Youth Programme, promoting activities and events and fostering positive relationships with young people and their parents/caregivers.
- Build proactive positive working relationships with multiple organisations and stakeholders, including schools, agencies, local organisations, community and youth groups, and the police if necessary.
- Participate in youth networks, building relationships within the sector where capacity allows.

Safeguarding

- Lead on safeguarding for the Shieldfield Youth Programme.
- Undertake training where appropriate on safeguarding and youth work (this will include training to become a Designated Safeguarding Officer funded as part of the role).
- Adhere to robust safeguarding policies and procedures to ensure the welfare and safety of all young people participating in the programme.
- Identify and manage signs of abuse or neglect and take appropriate action to report any concerns in accordance with safeguarding policies and procedures and managing confidential records.
- Support and advise members of the Youth Programme Team with any safeguarding concerns.
- Take the lead in liaising with parents, schools, and relevant bodies regarding safeguarding.
- Ensure Youth Programme documents and administration are kept up to date and in line with our safeguarding procedures.
- Identify training needs staff, volunteers and where appropriate young people.

Staff Management

- Line management of the Youth Worker and Sessional Youth Worker, this will include:
    - Being the main point of contact to support their day-to-day work schedules.
    - Provide regular check ins, 121s, quarterly objective meetings and annual performance development reviews.
    - Listening, supporting and motivating your team, enabling them to do their best work and supporting their wellbeing.
    - Oversee TOIL, approve holidays and manage any other absence.
- Manage a staff rota for the youth programme, working with the wider team(s) to ensure that sessions are appropriately staffed.
- Liaise with the Dwellbeing administrator to agree volunteers needed for sessions.

General

- Adhere to and uphold NewBridge and Dwellbeing procedures and policies, including Health & Safety in our buildings and lone working.
- Ensure the safety and well-being of all young people during programme activities, adhering to relevant policies and procedures.
- All staff act as a point of contact for the public where appropriate when working in the building, welcoming people and answering any queries.
- Keep up to date on email communication and regularly attend team meetings.
- Undertake any other related duties, identified by the line manager / Youth Management Group as are within your capabilities.

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4. Skills and experience we are looking for

Essential	Desirable
Experience and Abilities Experience of organising and leading innovative and inclusive youth and families' programmes and learning activities in collaboration with young people. Proven ability to initiate, build and maintain professional relationships with young people from a diverse range of cultural and religious backgrounds. Proven ability to involve young people in the youth work process, through supporting them to share their ideas and use their abilities. Experience in budget and resource management. Experience in project / programme management. Experience of networking and establishing working relationships and/or partnerships. Ability to listen and empathise with young people. Ability to relate to, encourage and motivate young people to form positive relationships.	**Experience and Abilities** Experience in organising and delivering detached youth work in compliance with health and safety policies and procedures. Experience of engaging young people in the strategic development of youth work. Experience of line managing people. Experience in fundraising. Experience in report writing, with the ability to monitor, review and evaluate the work.
Qualifications No Youth Work qualifications are required for this post - but you will need equivalent experience and knowledge of working with young people and best practice in youth work.	**Qualifications** Nationally recognised qualification in Children, Youth or Community work or equivalent experience evidence for the role. Level 3 Safeguarding Training (or a commitment to obtaining this before starting in the post - cost covered by us). We will support you to undertake training as a Designated Safeguarding Officer
Knowledge and Skills Ability to communicate effectively with a range of different audiences (children, young people, parents/carers and professionals).	**Knowledge and Skills** Ability to use social media with good online skills. Knowledge of issues that are current and relevant to young people.

Good written communication skills. Knowledge of legal, regulatory and ethical requirements when carrying out youth work (e.g. Safeguarding and child protection procedures). Sound computer skills with the ability to use a variety of packages /platforms including Microsoft Office or equivalent. Understands and can apply the principles of confidentiality. Basic knowledge of Health and Safety at Work and in the context of youth work.	

Personal Attributes and Interests	Personal Attributes and Interests
Commitment to inclusion, equity, young people's interests, health and wellbeing. Passion for nurturing the gifts and leadership potential of young people. Confident in responding to difficult or unexpected situations when working with young people. Organised, reliable and efficient in approach. Open to artistic methods, imaginative thinking and generating the ideas of others. Has a critically reflective approach to youth work practice. Excellent interpersonal skills with a friendly and welcoming manner. Good at working collaboratively within a staff team and participants. Commitment to personal and professional training opportunities. Interested in the values and work of The NewBridge Project and DwellBeing Shieldfield. (Please see about section and visit our websites and social media pages - links below).	

Appointment to this role will be subject to an Enhanced DBS check and full references Please find attached The NewBridge Project Link Safeguarding and Child Protection Policies and Procedures.

5. Information and guidance on how to apply / selection process

The deadline for application is Monday 24th April, 12 noon.

All applications must be sent to applications@thenewbridgeproject.com with the subject heading *Shieldfield Youth Programme Producer Application*

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below

- A video or audio file containing the information outlined below
- A mixture of written and video or audio application (eg. an audio application but written Equal Opportunities Form)

If you require any adjustments to the recruitment process, then please contact us directly so we can discuss how to support you in your application.

Please read this job pack carefully before applying – the job description and skills outlined should help you to make a strong application.

In your application (whether written, audio or video) please include the following

1. **Statement** (no more than 2 A4 pages in total / 6 minutes) including the following: 1. Your name
   2. Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
   3. Any access requirements or adjustments you want us to know about
   4. Why do you want this role?

   • Think about the role and the organisations you will be working with – what interests you about working on this project? What about this role appeals to you? What do you hope to get out of this role?

   • If you aren't familiar with the work of Dwellbeing Shieldfield or The NewBridge Project, please read the bottom section titled 'About Us' or visit our websites/social media pages to find out more:
   https://thenewbridgeproject.com
   https://www.dwellbeingshieldfield.org.uk
   https://www.instagram.com/shieldfieldyouthprogramme/

   5. Tell us how you are a good match for the skills and experience we are looking for. Tell us about any relevant work, education, training, skills and experience you have.

2. **CV** (no more than 2 A4 pages) including the following:
   - Name, address, up to date contact information (phone and email)
   - Relevant experience (education, trainings, jobs, volunteering, life skills) – please feel free to add background to this experience eg. responsibilities).

3. Equal opportunities and diversity monitoring form

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisations and our work. Your responses will be treated with full confidentiality. If there are any questions you would rather not answer, please just tick 'prefer not to say' or skip to the next question.

Selection process

Applications will be assessed by our staff from The NewBridge Project and Dwellbeing Shieldfield. We assess applications using a matrix based on the criteria outlined in section 4 and the answers given in your statement or audio/video application.

Equal Opportunities monitoring information may be taken into account at the final shortlisting stage to help us achieve our diversity and inclusion goals. This is part of our commitment to taking **positive action** to achieve equality of opportunity throughout our recruitment process.

Interview

The Interview process will be held the week beginning 6th May. This will involve you delivering a 15-minute workshop session with a group of young people one evening, and a 45 minute panel-style interview with staff from The NewBridge Project and Dwellbeing. Please indicate in your application if you are unavailable to interview this week.

If you are shortlisted for an interview, we will contact you via telephone or email, giving full details of the day, time and who you will be meeting at interview, as well as details of the workshop session that you will need to prepare.

We will also provide you with the main interview questions you will be asked in advance, though we may ask some follow up questions during the interview, particularly in relation to the content of your workshop session.

Getting in touch

If you would like to find out more about this role and NewBridge / Dwellbeing, and would like to chat to a member of team, then you can attend our online OPEN AFTERNOON on Monday 8th April, where you can ask any questions you have about the role. **Please sign up for a slot HERE.**

Once your appointment is confirmed we will email you a zoom link, or we will request a phone number to reach you by telephone if you prefer.

We are also happy to meet in person if you prefer or arrange a time to chat on another day if the 29th doesn't work for you.

We can also answer written questions via email, please send your query to applications@thenewbridgeproject.com with the subject heading Youth Programme Producer Query. Please don't leave it too late with any questions though, so we can make sure we have time to get back to you.

ABOUT US

About The Shieldfield Youth Programme

The Shieldfield Youth Programme is an ongoing programme of activity developed by Dwellbeing Shieldfield and The NewBridge Project in collaboration with young people living in Shieldfield. It officially launched in Spring 2021.

The Shieldfield Youth Programme creates a space for young people to come together in the place where they live, build new friendships, and offers opportunities for them to develop their skills and talents and to explore new ways of thinking and doing things together. It aims to empower people to become active members of the local community and is locally rooted, thematically strong and aims to instil values of solidarity, social and economic justice, creativity and activism.

Our Youth Team work with over 90 young people and their families in Shieldfield through weekly activities, monthly workshops, trips, events and detached youth work/relationship building. We also develop exciting projects with the young people themselves which aim to have a positive impact on the place we live and work!

We currently run weekly sessions every Wednesday from 3-7pm during term time at The NewBridge Project. These are free to attend and open to all young people, and members currently range from ages 4-17. During

the sessions we play games, have discussions, take part in creative activities, and have food.

How the programme was developed

The Shieldfield Youth Programme was developed in response to the lack of youth provision in Shieldfield, and has been developed from the ground up in response to young people's ideas, with their vision at its centre.

Young people have been at the heart of the programme since its inception, and we worked with a Youth Working Group of 5 young people between September 2020 and April 2021 on the early development of the programme – including recruitment of a youth worker, planning engagement events, and creating our manifesto!

PREVIOUS PROJECTS

- SLACK'S RADIO

Local Radio 'Slack's' was in residence at NewBridge, and Shieldfield Youth Programme took to the airwaves between 2021 – 22 to record two live radio shows. As part of this they interviewed one another, played songs and told jokes, as well as learning all about how to create a radio show!

- Shieldfield Youth Voice with Kema Kay

In summer 2023 the young people explored music as a form of social action with rapper Kema Kay. They were inspired by and learnt lots of new skills from Kema, who said *"many of the young people involved have really found their voice. They are more confident in speaking out against issues in their community and their rights."*

All the young people wrote and performed songs about the need for change in our local area. They met regularly reflecting on their experiences, learning song writing, rhythm, musicality, production, and how to share their stories. They gained knowledge of social action, raising their voices, calling to be valued and not underestimated, they said *"we don't get much but we have got a lot to give"!*

Through this project they made and shared music which speaks about growing up and living in Shieldfield, the sense of community – *"all the mams know each other"* – and the issues they want to change, including better, safe public spaces; freedom from crime; the importance of positivity, and anti-racism.

They have understood their own agency, their desire to change their futures, to provide for their families and make a difference to others – *"we want to feel like what we do is important, that it's not just for NewBridge and Dwellbeing but the whole community."*

This project was featured on BBC Look North and Chronicle Live.

FEEDBACK ABOUT THE YOUTH PROGRAMME

Feedback from parents and young people have shown that the Youth Programme genuinely inspires, improves health and wellbeing, creates opportunities for people to build confidence and creativity, and has given space for young people to have a positive impact on the place they live and other people who spend time in Shieldfield.

Older youth group members' leadership skills have grown, and they have led their own creative sessions, supported younger members, and shadowed staff at NewBridge and Dwellbeing.

The programme not only supports young people, as the activity filters out to support parents & residents in Shieldfield, reducing isolation and building community in the whole locality.

What parents and teachers have said about the programme:

"It's nice having all the kids in the area… when you see them in the park and around the area, it makes it feel like there's some coming together. There's lots of different cultures and backgrounds… their upbringings are different, and this (Shieldfield Youth Programme) is something that brings them all together."

"We are over the moon there is finally something like this in our area…thanks to your team on such a great programme."

The young people have said about the programme:

"I get enjoyment and gain confidence. It opens up new opportunities, is something to look forward to and there's a range of activities." (age 14)

"Being in the Youth Programme I gain confidence and gain new skills. Kate and Elaine support us and listen to our ideas" (age 14)

"We like coming to NewBridge (Shieldfield Youth Programme) because we get to do things we haven't been able to do before, and meet new people. Like, I've never been able to make a badge, didn't even know you could, and we did! We ask what we want, and they try to make it possible. For example, we asked for more performing arts and we got to do comedy, we went to the theatre and we did a band camp." (age 14)

"The Youth Programme is a place to come home. It boosts my confidence, is a place to meet new people and be happy. The Youth Programme helps us run our own sessions." (age 12)

About The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, curatorial opportunities and an ambitious programme of exhibitions, commissions, artist development and events.

The NewBridge Project was established in 2010 to provide exchange and support in an engaged community of artists, and our public spaces are places where artists and local communities can come together to work, learn and socialise with each other.

Our programme is shaped in response to artists' and communities; needs and interests. This creates a programme that reflects the diversity of contemporary art practice, is responsive to the environment within which it exists, that builds solidarity, and that places community-centred, experimental, collaborative and socially conscious programming at its heart.

https://thenewbridgeproject.com

About Dwellbeing Shieldfield

Dwellbeing Shieldfield is a welcoming, creative and inclusive co-operative of Shieldfield residents and community members of all ages and backgrounds. Through our projects, research and events we share life together, support our neighbours and celebrate and empower our rich and diverse community.

Our aim is for community members to play an active role in shaping life in Shieldfield. We share our knowledge about the issues and challenges that affect our neighbourhood and work collectively to find alternative ways of organising, learning and solidarity. Through these actions we embrace a joyful community spirit that can lead Shieldfield (and other neighbourhoods like it) toward self reliance, interdependence, and flourishing.

Dwellbeing Shieldfield is committed to a voluntary open membership; autonomy and independence; education and training; solidarity with other cooperatives and being connected to a wider, international movement. Our principles are in line with the cooperative principles of **honesty, openness, care for others, democracy** and

equality, with **community wellbeing** at the heart of what we do.

https://www.dwellbeingshieldfield.org.uk/