



Beat Carnival Centre  
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[www.beatcarnival.com](http://www.beatcarnival.com)

# Beat Carnival

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## Youth and Community Arts Co-ordinator

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Job Description and Person Specification



This post is supported by The National Lottery Community Fund

## ABOUT THE JOB

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<b>Job Title</b>	Youth and Community Arts Co-ordinator
<b>Location</b>	Beat Carnival Centre, 11-47 Boyd Street, Belfast BT13 2GU
<b>Reporting to</b>	Programme Director
<b>Fee</b>	£13 - £16ph depending on experience level - hourly rate covers coordination, planning and administration.  + £90 per workshop delivered
<b>Status of Post</b>	Freelance, fixed-term until July 2028.
<b>Hours</b>	18 hours per week, 44 weeks per year, excluding workshop facilitation
<b>About the project</b>	The 'Our Space' project will create a fully inclusive, safe (physical and mental) arts creativity hub for young people from Greater Belfast, which will empower young people to take responsibility for their experiences and contribute to making a better society. The project will help 500 young people exercise their autonomy and decision-making by providing leadership, training, tools, and support for young people to increase their confidence, resilience and ambition. The project will also help build the young people's peer support networks as they take part in activities alongside others who have similar life experiences.

## HOW TO APPLY

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Send an up to date CV and covering letter detailing how you meet the person specification with reference to the job purpose and project description. The covering letter should be no more than 2 A4 pages.

Please email this to [info@beatcarnival.com](mailto:info@beatcarnival.com) by **5pm Friday 13<sup>th</sup> February**.  
Interviews will take place the following week.

## ABOUT BEAT CARNIVAL

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Beat Carnival is a full-time, producing, Carnival Arts organisation, established in 1993. We create carnival arts, organise and produce performances, train and develop artists and encourage community participation and ambition.

We operate from Beat Carnival Centre where we deliver many hundreds of free workshops and training programmes with thousands of individuals each year. Activities range from drumming to costume design, dance to puppetry, neighbourhood celebrations to large-scale outdoor events. In this way, we help develop creative skills, for all abilities, with participants as young as four and as old as – well, we wouldn't like to say! We are committed to supporting artists and improving quality of life in our communities and the carnival sector as a whole.

Beat Carnival Centre is a unique resource in NI's arts ecosystem. Here we produce spectacular carnival arts in ways that leave a legacy of creative skills, collaboration and celebration in our communities. Projects engage the imagination of a broad range of people and highlight community and carnival arts in Northern Ireland's creative landscape.

## **JOB PURPOSE AND RESPONSIBILITIES**

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The overall purpose of this role is to develop, design and co-ordinate delivery of Beat Carnival's 'Our Space' Youth Arts Project. Additionally, lead as a facilitator on various projects.

The Youth and Community Arts Co-ordinator will be responsible for the following:

- Development of youth programme to include: -
  - Programme planning and development sessions with Programme Director
  - Development and production of marketing materials for a youth audience
  - Ensuring Beat Carnival are up to date with and using best youth work practice
  - Assist with Safeguarding duties
  - Development of a Beat Carnival Youth Arts methodology
  - Assist with funding and income generation as needed
- Co-ordination of youth programme to include: -
  - Registration and liaison with participants and their guardians
  - Keeping up to date contact information in line with GDPR regulations
  - Briefing and liaison with community artist-facilitators
  - Keeping workshop space organised and materials well stocked
  - Updates and reporting to BEAT team on progress
  - Keeping records of weekly attendance and post-workshop reflections
  - Assisting with grant evaluations and reporting
- Facilitation of arts workshop sessions which can include: -
  - 30 x Outreach workshop sessions
  - 30 x Social Action workshop sessions
  - 10 x Future Leader workshop sessions
  - 10 x Summer workshop sessions
  - Any other workshop sessions as needed

- Any other duties as required; including being an advocate for Beat Carnival and contributing to team meetings

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Substantive paid experience delivering arts or youth work in a community setting</li> <li>○ A strong track record of delivering high-quality creative or youth projects</li> <li>○ Experience leading groups within a creative, youth or community arts context</li> <li>○ Working knowledge of safeguarding and health &amp; safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>○ Paid experience working within an arts organisation</li> <li>○ Experience of cross-community working</li> <li>○ Experience of carnival arts practice</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>○ Strong verbal and written communication, with confident facilitation skills</li> <li>○ Ability to build positive working relationships with young people, colleagues and partners</li> <li>○ Good organisational and planning skills, including managing time and budgets</li> <li>○ Leadership skills and the ability to work collaboratively as part of a team</li> <li>○ Competent IT skills</li> </ul>	<ul style="list-style-type: none"> <li>○ A recognised youth work qualification or equivalent experience</li> <li>○ Relevant arts or design skills</li> <li>○ Training or experience in equality, diversity and inclusion</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>○ Alignment with Beat Carnival's values and an understanding of carnival as a community art form</li> <li>○ Self-motivated, organised and able to manage time and resources effectively</li> <li>○ Creative, adaptable and confident working with a wide range of people</li> <li>○ Collaborative team player with a strong commitment to equality and inclusion</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>○ Willing to work flexible hours with regular evening and weekend work</li> <li>○ Able to travel to outreach venues</li> </ul>	<ul style="list-style-type: none"> <li>○ Access to personal transport</li> </ul>

## PERSON SPECIFICATION

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