

## Specification

### Project leader - young people and community engagement

Nov 2021

#### Background

Wells Maltings opened in 2018 following a significant £5.5m capital development which refurbished its 19<sup>th</sup> century building and added brand new and much expanded and improved facilities and amenities. Since then, Wells Maltings has made a significant impact on the cultural and social scene of the town of Wells-next-the-Sea and north Norfolk. Over 75,000 have visited since then - closures over the last eighteen months due to COVID notwithstanding - to enjoy a varied arts programme, heritage displays, classes and activities for the community, or just to enjoy our popular café space.

Our vision is for Wells Maltings to be a vibrant hub of cultural and community activity.

Since reopening again in May 2021, our priorities have been to develop our work with our local community. Whilst the town of Wells is small and its hinterland one of low density rural villages, its population is bolstered many-fold by tourists and visitors throughout the year. It can be easy to overlook the needs of a rural and coastal Norfolk community under the cover of incoming visitors, and the growth of second homes and holiday accommodation.

Since September 2021, we rebalanced our output, to take account of local community need from its cultural hub. Guided by local consultation, our growing community-focused programmes comprise more evening participatory activities. These include quiz nights, bingo, open mic music, talks on local heritage themes, and poetry and short story workshops, with more to come in 2022. These add value and range to an already busy programme of arts events.

The development of activities for young people in Wells has been highlighted as a major priority. Alternative provision is very poor, and travel distances to nearby facilities prohibitive. We consider it central to Wells Maltings' community role to tackle this lack of provision, and to work side by side with young people to develop and deliver facilities and activities.

Funding from generous local benefactors has given us the opportunity to move ahead with ideas, and to see 2022 as the year in which Wells Maltings becomes not only a hub for cultural life, but also for young people's engagement.

#### Project brief

The opportunity now exists for an experienced project leader to move ideas and outline plans forward into deliverable activities.

The focus will be on taking stock of local community consultation and strategic plans, and to form and deliver project plans in the areas of

- Delivering a permanent centre for young people (age 11-16) in Wells: a safe space with facilities for leisure activity, gaming, social interaction and club based recreation
- A programme of participatory extra-curricular activities centred on young people - dance classes, wellbeing sessions, curated film nights, DJ sessions, art events etc

- Regular youth theatre provision (age 7-19), culminating in productions and platform events across a range of age groups
- Maintaining momentum with our community plans and ensuring regular communications and feedback

This is therefore a project management/implementation role: refining and developing plans, allocating resources and budgets, actioning work and measuring outcomes.

Funding is in place to pilot and launch initial activity, but a further role will be to work with the Maltings senior team to identify and secure longer term funding.

An initial 6 months is proposed, to give plenty of opportunity to get plans underway, and to evaluate and propose improvements.

The project leader would be expected to work up to 12 hours a week, with a good proportion of this time during evenings and weekends. It therefore has scope to be combined with other professional or domestic responsibilities.

### Core tasks and outcomes for the project leader

- Review our objectives for young people's work and help us to turn them into reality over 6-12 months
- Lead on the active delivery of plans and provide a regular link with project advisors and reference groups, including local young people
- Devise and implement a costed logistics plan and schedule of activities, integrating with other strands of Maltings programming
- Work with the core Maltings team in areas such as marketing campaigns, financial planning, programme development, safeguarding and facilities management
- With the Director, develop cases for funding support and research and deliver funding bids for the long term sustainable operation of young people's plans
- Liaise with schools and other agencies as part of audience development and delivery
- Empower and support young people in their ownership and development of plans
- Seek session leaders and supporters, and ensure that wider policies of safeguarding, data protection and health and safety (amongst others) are followed closely

### Reporting and support

You would report to the Director of Wells Maltings, Simon Daykin, but work closely with and be accountable for certain delivery of work to Head of Administration Kate Faire. You would also work hand in hand with marketing manager Becca Lynn; and the facilities, operations and technical team. You would be responsible for sessional delivery and other support workers (as needed) and supporting project volunteers.

There is a budget framework for expenditure which would need to be followed closely.

### Contract

You would be contracted as a freelance project worker to Wells Maltings Trust, on a self employed basis. A standard form of contract for freelance workers would be issued. We can advise in setting up your self employed status if you aren't currently registered with HMRS as such.

Fixed period of an initial 6 months, up to 12 hours per week. This will be monitored regularly and subject to any adjustment.

An hourly rate of £18.00, including all expenses, is offered. Fees would be paid retrospectively on a monthly basis, upon invoice.



The nature of the engagement determines that the role is undertaken at Wells Maltings, with provision for occasional remote working as appropriate.

#### Personal attributes

- Track record of project management in young people and community settings
- Experience in direct leadership of youth based activities
- Qualification (level 4 and above, included accredited prior learning) in a teaching and youth based discipline
- Knowledge and experience of safeguarding issues
- Knowledge of issues relating to the empowerment of young people
- Strategic and planning ability
- Systematic and methodical approach
- Excellent written and spoken communication skills
- Knowledge of the cultural sector
- Energy and enthusiasm
- Knowledge of the north Norfolk area and its demography
- Established freelancer (desirable but not essential)

#### Commencement

We require the project leader to be in post as soon as possible, at the latest by 1 January 2022.

#### Expressions of interest

We encourage anyone interested to have an informal conversation with Director Simon Daykin, to answer any queries and clarify any points. Please call Simon on 0787 999 8859.

Interested candidates should submit a letter (two sides of A4 maximum) outlining their interest and their suitability, together with a short CV, by email only to Director, Simon Daykin, [simon@wellsmaltings.org.uk](mailto:simon@wellsmaltings.org.uk).

*November 2021*