

CYAA Coordinator

Contract Fee:	£7,000, £250/day
Fixed-term contract:	28 days, between March – Dec 2023
Location:	Homeworking
Application deadline:	1pm, Monday 16 January 2023
Interviews:	Monday 30 January 2023 (online via Zoom)

Introduction

Children's and Youth Arts Advocacy (CYAA) is a collective of nineteen national and specialist youth arts organisations who advocate for all children and young people in Scotland to be able to access their right to arts which are inclusive, diverse, and transformative.

We are now seeking an experienced Coordinator to support the renewed focus and ambitions of the group in 2023.

The CYAA Coordinator is a strategic new arts development role which would suit someone who is an organised, confident and persuasive communicator, and who is motivated by the opportunity to help improve arts policy for Scotland's children and young people.

Background

CYAA was initially formed as an informal advisory group by Creative Scotland in July 2020. A cross-sector, multi-artform network of national and specialist youth arts organisations was brought together to help steer a response to the Scottish Government on the role of arts organisations and artists in education recovery following the impact of COVID-19.

The group continued to meet as the Arts in Education Recovery Group and established its terms of reference in 2021. Together the group has undertaken several pieces of successful collaborative national youth arts research and advocacy.

As the group's work developed, its role and aims evolved beyond COVID recovery and into the diverse range of settings where children and young people in Scotland experience learning, arts and culture. In November 2022, new activity and management plans were established, as well as a new name, Children's and Youth Arts Advocacy (CYAA), which better reflects the group's renewed focus and ambitions, outlined below.

CYAA has an appointed Chair and Vice-Chair and receives administrative support from Creative Scotland for our meetings. Throughout 2023, CYAA members will meet every two months to review and progress the group's current Delivery Plan. Members also meet in working groups between meetings, as required to complete actions. The majority of CYAA meetings and related work is conducted online.

As the group is not constituted, one of its members, the development organisation Youth Theatre Arts Scotland (YTAS), currently acts as the project budget holder for any funding awarded to CYAA. YTAS will also act as the employer for any fixed-term contracts, such as this CYAA Coordinator role.

Contract Brief

The fixed-term CYAA Coordinator will undertake the tasks outlined in the table below. This is outlined here as an indicative framework and the Coordinator can guide how this work might best be achieved in liaison with CYAA members, based on their expertise and how the work progresses.

Activity	2023 Timeline	Approx. Days
Members' Meetings <ul style="list-style-type: none"> - Agreeing the agenda for CYAA members meetings with the Chairs and Administrator. - Attending CYAA meetings online every two months. - Coordinating any follow-up tasks in liaison with CYAA Chair, Administrator and members. 	Every two months <i>March - December</i>	5
Knowledge and Influence <ul style="list-style-type: none"> - Seeking opportunities for CYAA to influence and advocate as per the group's purpose, via local and national policy and curriculum fora, teacher and workforce training, local authority action plans, youth arts organisations and charities. - Collating and disseminating relevant local and national policies and articles relating to youth arts to CYAA members. 	Ongoing <i>March - December</i>	10
Assisting with Planning, Monitoring and Evaluation <ul style="list-style-type: none"> - Assisting CYAA Chairs with the planning, monitoring and evaluation of the group's activity. - Assisting with the formation and co-ordination of sub/working groups of CYAA members. 		2
Online Presence <ul style="list-style-type: none"> - Coordinating CYAA's online presence, in conjunction with the marketing and communications staff of member organisations, to provide basic information and contact details for the group. Building on work already started. 		3
Advocacy Plan <ul style="list-style-type: none"> - Coordinating the use and development of CYAA's Advocacy Plan, in conjunction with members. The Advocacy Plan outlines CYAA's defined audiences, messaging, resources, action plan and processes for monitoring and review. Building on work already started. 	March - June	4
Online Consultation Event <ul style="list-style-type: none"> - Coordinating the planning and delivery of an open consultation event (to be held online) that will help share and inform CYAA's work and Advocacy Plan, as well as increasing the engagement of less represented voices from the sector. 	March - November	4
TOTAL		28 days
		£7,000

Person Specification

- **Experience:** of managing advocacy or communications campaigns.
- **Experience:** of working with multi-partner groups or projects.
- **Knowledge:** of the key policy and infrastructure which exists around Scotland's arts and education sectors.
- **Influencing others:** proven ability to 'sell' ideas, bring others on board and win them over.
- **Communication:** skilled and confident at presenting information clearly.
- **Self-management:** proven ability to independently plan and schedule workload, prioritise objectives and tasks, and set and work to deadlines.
- **Strategic thinking:** capacity to scan the horizon and plan ahead, making strategic connections and decisions which mean that things fit into a bigger picture.

Further Information

Term of contract: Your contract will be fixed term until 31 December 2023.

Line Manager: Kenny McGlashan, Chair of CYAA and CEO of YTAS.

Place of Work: YTAS is remote-working organisation. All staff work from home and YTAS supplies the equipment necessary for employees to carry out their roles effectively and safely in the home environment.

General Responsibilities

- Adhere to YTAS's policies and procedures, as outlined in its Company Handbook.
- Effectively and independently manage your own workload and schedule in line with CYAA members, YTAS colleagues, partners and deadlines.
- Attend CYAA and YTAS planning and reporting meetings as required.
- Be willing to support YTAS's commitment to reducing carbon emissions by choosing the most sustainable transport option available if required to travel to undertake any work.*
- Be willing to assist in YTAS's anonymous equalities monitoring research by completing our [Equalities Monitoring Questionnaire](#)**

*YTAS is committed to playing our part in helping Scotland become a net-zero society by 2045. One way we are doing this is by monitoring and reducing the travel emissions caused by our work. When business travel is necessary to deliver work for YTAS we ask that you consider your mode of transport and make the most sustainable choice possible, i.e. walking/cycling as a first option, bus/train second choice, shared car third choice, taxi fourth choice, flying last choice.

Each year YTAS is encouraged by our funder, Creative Scotland, to provide equalities data from all individuals who work or volunteer with us. Creative Scotland uses this data to inform their policies and decision-making, and for their own Equalities, Diversity and Inclusion reporting to the Scottish Government. We have chosen to capture this data **anonymously in a simple Equalities Monitoring Questionnaire which asks 6 tick-box questions. For each one you have the option '**prefer not to say**'. Even if this is your preference, please know that this is still useful data for us to report. YTAS is committed to the promotion of equal opportunities and the elimination of discrimination and hope that you will support us in this.

About Children's and Youth Arts Advocacy (CYAA)

Purpose

- To collectively influence and advocate for all children and young people in Scotland to access their right to arts which are inclusive, diverse, and transformative.

Values

- Leadership - we commit to advocating for and influencing transformational change.
- Ambition - we use our collective passion to achieve the best outcomes for children and young people in Scotland.
- Generosity - we work collaboratively with open minds to share and develop learning and knowledge.
- Integrity - we commit to advancing equality and diversity through our collective strengths and challenges.
- Curiosity - we look to other sectors and stakeholders to inform our thinking.

Principal Activities

- To advocate and influence Scottish Government, Education Scotland and other key stakeholders to support access to cultural experiences and the arts for children and young people nationally.
- To advocate for the vital role of arts, culture and creativity within learning and educational settings.
- To develop a shared long-term vision for children and young people to access the arts and creative activities across Scotland and shape future youth arts strategy.

Targeted Outcomes

- Improve stakeholders' understanding and value of the arts for children and young people to increase dedicated resources.
- A better understanding, appreciation and use of creative arts in formal and informal learning settings and with system change to existing policy

CYAA Members

- Articulate Cultural Trust
- Benedetti Foundation
- Catherine Wheels
- Craft Scotland
- Edinburgh Festival Fringe
- Engage Scotland
- Imagine
- Music Education Partnership Group
- National Galleries Scotland
- National Youth Choir of Scotland
- Royal Scottish National Orchestra
- Scottish Book Trust
- Scottish Chamber Orchestra
- Scottish Youth Theatre
- Sistema Scotland
- Starcatchers
- Station House Media Unit
- YDance
- Youth Theatre Arts Scotland

The group is also supported by the following organisations in either an administrative or advisory capacity:

- Creative Scotland
- Education Scotland
- Culture Counts
- The National Parents Forum of Scotland

About Youth Theatre Arts Scotland (YTAS)

Youth Theatre Arts Scotland (YTAS) is the national development agency and umbrella body for Scotland's youth theatre sector. We are a registered Scottish charity and a recognised leader in Scotland's youth arts scene. You can find out more about our work at www.ytas.org.uk

Working with us

YTAS is often complimented on the friendly, informal and hardworking culture we've created, and this role will offer you the opportunity to contribute to this, and connect closely with members of CYAA and YTAS team.



YTAS is a flexible-working organisation. We aim to enhance staff wellbeing by supporting those we employ to balance their work and life responsibilities. We also encourage our staff to take opportunities to learn, grow and develop in their roles. We work with a coaching approach which encourages employees to learn for themselves by promoting their own self-confidence and self-motivation.

We believe that YTAS is a good place to work. But don't take our word for it – here's what former employees have to say:

“The clear focus on who we are as people, rather than just what we do as job roles makes YTAS a unique and special organisation to work for.”

“Morale and motivation are very positive. This is a team-based organisation.”

“Staff are motivated by a positive working environment and inspired by the projects and opportunities created.”

“A lot of time and energy is put into how the organisation can maintain a healthy ethos and set of values.”

How to apply

To apply for this post please send a cover letter and CV to recruitment@ytas.org.uk outlining your relevant skills and experience for the post. The cover letter and CV should both be no longer than two pages, each.

Application deadline and Interview date

The closing date for applications is **1pm, Monday 16 January 2023** and interviews will be conducted online via Zoom on **Monday 30 January 2023**. We will contact you after the application deadline to let you know whether or not you have been selected for interview.

Equal Opportunities

You are also invited to complete our anonymous Equal Opportunities Monitoring Form at <https://www.surveymonkey.co.uk/r/EQRecruitment>. Filling in this questionnaire is voluntary and the anonymous information we collect will be used for the sole purpose of ensuring that our Equality, Diversity and Inclusion policy is fully and fairly implemented and monitored, and for no other reason.

If you have any questions

If you have any questions, or would like to speak to us informally about this post, please contact **Kenny McGlashan, CEO, Youth Theatre Arts Scotland** at kenny@ytas.org.uk or on **07779 646550**

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