

# Next Generation Coordinator

(Fixed-term freelance contract)



**Fixed fee:** £4,000

**Contract length:** **25 days** between July 2024 and August 2025

**Time commitment:** **Planning and Evaluation: 10 days**  
(8 x homeworking days + 2 x in-person team days in Edinburgh)

**Delivery: 15 days (approx.)**  
online (10 days approx.) + in-person (5 days approx.)

**Application deadline:** **5pm, Monday 13 May 2024**

**Interviews:** Tuesday 28 May 2024 (online via Zoom)

## Introduction

Youth Theatre Arts Scotland (YTAS) is an in-touch, inspirational and pioneering national youth arts organisation and the post of **Next Generation Coordinator** offers you an opportunity to join our team to support the development and delivery of 'Next Generation', a new programme for 20-30 early career youth theatre practitioners aged 16-25.

Over the course of 12 months, you will coordinate the planning, implementation, monitoring and evaluation of the Next Generation programme. Your role will involve delivering training in youth theatre facilitation and youth theatre practice, co-hosting employment skills development sessions with external partners, mentoring early career practitioners and coordinating work experience opportunities.

The Next Generation project has been funded for activity through to summer 2026, so there is an opportunity for extension at the end of this initial contract.

## About us

YTAS is the national development agency and umbrella body for Scotland's youth theatre sector. Our vision is for universal access to quality youth theatre activity across Scotland and universal recognition of its impact.

**We deliver our work through a combination of:**

- **sector support,**
- **sector training and development,**
- **youth theatre events and projects,** and
- **research and advocacy.**

**As an organisation we value:**

- **Helping Others**  
We support, enable and champion.
- **Community**  
We are welcoming. We respect difference, provide inspiration and build collective confidence.
- **Collaboration**  
We work with and connect a rich network of people and places.
- **Excellence**  
We encourage ambition, experimentation, and progression. We always strive for quality.
- **Joy**  
We have an upbeat and positive approach.

We are a registered Scottish charity and a recognised leader in Scotland's youth arts scene. You can find more information about our work at [www.ytas.org.uk](http://www.ytas.org.uk)

## Working with us

As **Next Generation Coordinator** you will join a motivated and high-achieving team. We're often complimented on the friendly, informal and hardworking culture we've created. This position will offer you the opportunity to contribute to this, and to collaborate with all members of our team. You can read more about who we all are at

<https://ytas.org.uk/about-ytas/our-people/>

The job description and person specification below outline the experience, knowledge and skills required for this role. You will also need to care about achieving the high standards we set ourselves in every aspect of our work.

We believe that YTAS is a good place to work, and our former employees agree. They 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.”*

## About the Next Generation Project

Our 'Next Generation' project has been designed in consultation with early career practitioners and youth theatre assistants from across Scotland. Following a successful trial of some activities, we are now rolling out the full-scale programme which is funded by The National Lottery Community Fund Scotland 'Young Start'. It will consist of training, accreditation, work placements and networking for young people and early career practitioners in youth theatre aged 16-25.

There will be a focus on supporting young people with fewer access to opportunities due to disadvantage, deprivation, protected characteristics, additional needs or membership of small groups with limited or no capacity to offer in-house development.

The Next Generation programme will run annually from August to July, offering up to 90 hours of support per young person. It will tie in with YTAS's biannual programme of events, such as our established regional training 'Hub' weekends (in autumn 2024 and spring 2025) and our 'Interchange' skills development weekend which will take place in

March 2025. The training schedule and topics for the Next Generation programme have been tested and evaluated by a Youth Steering Group.

Each year participants will have to opportunity to:

- Attend six virtual workshops investigating topics such as:
  - Developing your CV
  - Interview skills
  - Youth theatre facilitation skills
  - Youth theatre lesson planning
  - Employment rights and practices
  - Youth theatre skills exchange and artform knowledge
- Access one-to-one mentoring sessions with the Next Generation Coordinator, Sector Development Manager and volunteer partners from Scotland's youth theatre sector.
- Participate in the following accredited training courses with YTAS and Youth Scotland.
  - *Ready for Youth Theatre*: an adaptation of Youth Scotland's existing *Ready for Youth Work* two-day training for youth arts leaders developing foundational skills to achieve a Dynamic Youth Award at Level 3 SQCF.
  - *Professional Development Award* with YTAS and Youth Scotland: a placement-based SQCF level 6 award for those who have already completed *Ready for Youth Theatre*.
- Further develop skills through work experience at YTAS's national festivals and partner festivals such as Light the Blue, Positive Stories for Negative Times, Edinburgh International Festival Youth Take-over and National Theatre Connections.
- Attend YTAS's existing training events free of charge (Regional Hubs, online exchanges, the National Convention of Youth Theatre and Interchange) with bursaries available to cover travel costs.
- Attend social events and theatre trips in August at the Edinburgh Fringe and December at a partner venue.
- Join the Youth Steering Board to feed back on the programme and identify further opportunities for YTAS to support early career youth theatre practitioners.

# Job Description

**Job Title:** Next Generation Coordinator

**Job Purpose:** To coordinate and deliver the 'Next Generation' project between August 2024 and July 2025

**Responsible to:** YTAS Sector Development Manager

## Main Responsibilities

### 1. Recruitment and Delivery: (Approx. 15 days)

- Recruiting 20-30 early career practitioners and youth theatre assistants to join the Next Generation programme and training opportunities.
- Sourcing, nurturing and maintaining key partnerships for the delivery of the Next Generation programme and the fulfillment of the project's objectives; in particular recruiting and supporting our targeted group of 16 young practitioners from rural and disadvantaged communities.
- Supporting and coordinating the Youth Steering Board meetings (2-3 per year) and planning social events for board members.
- Planning, coordinating and delivering youth theatre facilitation and employment skills training alongside the YTAS team, external artists and partners.
- Mentoring Next Generation participants and coordinating mentorship with other YTAS staff members and sector partners.
- Hosting Next Generation participants at YTAS national events and regional training.

### 2. Co-ordination, Planning and Evaluation: (Approx. 10 days)

- Planning and delivering Next Generation activities which aim to achieve the outcomes and targets set out in YTAS's funding agreement for the project.
- Collating and providing monitoring and evaluation data and reports as required by funders, in liaison with the YTAS CEO.
- Updating and informing the Next Generation project budget.

- Ensuring all administration duties and responsibilities are carried out as required for the success of the Next Generation project.
- Liaising with the YTAS CEO and Sector Development Manager with respect to project co-ordination and development, including areas of investment, improvement and reporting.
- Liaising regularly with YTAS staff and project partners over shared project tasks and responsibilities.

### 3. General Responsibilities

- Attending project meetings and other planning and reporting meetings as required.
- Effectively and independently managing your own workload and schedule in line with the project timeline, colleagues and partners.
- Undertaking any other reasonable duties as required by YTAS to achieve the Next Generation project outcomes and partnership objectives.

## Person Specification

### Essential criteria for interview

Your application will be scored on how well you demonstrate that you meet each of the following criteria.

**1. You are a skilled and experienced youth theatre practitioner.**

You have up-to-date professional knowledge and experience of youth theatre delivery. You have mentored workshop assistants or early career practitioners as they develop knowledge of facilitation and confidence in their own skills.

**2. You are skilled at facilitating groups of diverse young people in a context which focuses on their growth and development.**

You have experience of supporting and motivating young people with different needs. You can recognise diverse abilities and understand different learning styles, and you can personalise your approach to support these. You have an awareness of the additional challenges that young people from diverse and disadvantaged backgrounds may face.

3. **You are skilled at effectively co-ordinating community or youth arts projects.**

You use effective project planning processes which take into account scheduling, prioritising tasks and communicating your plans and intentions clearly to others. You are experienced at assessing risk and can confidently work within and monitor project budgets.

4. **You are excellent at building rapport and influencing others.**

You derive satisfaction from making new connections. You can establish relationships with collaborators quickly and easily. You build trust by listening carefully to what's important to others, developing a shared understanding which enables successful partnership working.

5. **You are a confident and effective communicator.**

You have excellent verbal communication skills when hosting or delivering workshops and training, and when collaborating with colleagues and partners. You have excellent written communication skills when requesting or providing information.

6. **You are skilled at monitoring and evaluating the impact of a project or activity.**

You can analyse key data and summarise what it's telling you about how things are working. You understand how this feeds into decisions about what happens next.

7. **You are comfortable using a range of software.**

You know your way around Microsoft Office applications, are confident in online file-sharing and using Zoom. You are quick to learn how to use new software.

8. **You have the ability to work well autonomously.**

You can use your own initiative to make good decisions and to take effective action. You have good time management skills that work for you and your colleagues.

9. **You have a confident 'can do' attitude with a desire to make positive progress for yourself and for others.**

## **Desirable criteria**

- You have experience of coordinating work experience opportunities.

## Further information

### Fee

Your fixed fee will be **£4,000**. You will be liable for payment of any Income Tax and NI in relation to your fee.

### Freelance contract

You will be employed on a freelance basis until 31 August 2025. There is an opportunity to extend the contract to a second year if both parties agree.

### Responsible to

YTAS Sector Development Manager.

### Place of work

As YTAS is a remote-working organisation, you will be required to undertake the majority of planning work from home.

### Flexible working

YTAS is a flexible-working organisation. We offer a variety of flexible working options that enable our staff to find and maintain the right work-life balance. These include, wherever possible, **where** our employees work, **when** they work and **for how long** they work.

### Family-friendly working

YTAS is a PiPA (Parents and Carers in Performing Arts) Charter Partner, striving towards creating a more family-friendly working environment. We respect and support any caring responsibilities you may have and are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example by allowing flexibility within your schedule of work where possible or contributing to additional care costs (i.e. out with usual care arrangements).

### Access requirements

We will respect and support any access requirements you may have. You will be invited to tell us about your access requirements and/or caring responsibilities through our Access Form or a conversation with the member of YTAS staff supervising your role.

### Travel expenses

All work-related travel expenses are reimbursed by YTAS.



## IT equipment

A company laptop will be provided if required.

## Employee Assistance Programme

You will be automatically enrolled in a company Employee Assistance Programme (EAP). The EAP provision is intended to support staff to deal with any personal problems that might negatively impact their work, health or wellbeing, via access to a free, confidential, and independent information, support and guidance service.

## How to apply

To apply for this post please complete our **Application Form** and submit it by email to [recruitment@ytas.org.uk](mailto:recruitment@ytas.org.uk)

We are not able to accept CVs.

## Guidance on completing the section 'Your Suitability for the Role'

For the 'Suitability for the Role' section of the Application Form, we are happy to accept your answers either:

- **in writing** or
- **in video or audio format** (limited to a total of 10 minutes).

If you choose to record your answers, please provide a web address where we can access your file or submit it by email along with your completed Application Form.

Please make it easy for us to assess your application. We are looking for evidence that you have the skills and experience listed in the **Person Specification** above. When you answer the questions relating to 'Your Suitability for the Role', please provide a few sentences explaining how you meet each of the essential criteria listed. Your application will be scored against these.

When you do this, **please give evidence** rather than assertions.

A statement such as, '*I have excellent attention to detail*' is an assertion. Instead, we want you to describe, for example, a time when you paid particular attention to detail. What did you do? And what did other people say or do which proved that you had been successful?

## Important Dates

<b>Application deadline:</b>	<b>5pm, Monday 13 May 2024</b>
<b>Interview Selection:</b>	before Monday 20 May (we will contact all applicants by email)
<b>Interviews:</b>	Tuesday 28 May 2024 (online via Zoom)

## Interview Accessibility

To support preparation for interview, all interviewees will be sent questions in advance. If we invite you to an interview, we'll ask you to let us know if there are any supports or accommodations you may need. This is to make sure that everyone has the same equity of access.

We have an access budget available to reimburse additional expenditure you might incur in order to attend the interview, for example childcare costs. Further details will be provided if you are invited to an interview.

## Equal Opportunities

Please consider completing our voluntary and anonymous Equal Opportunities Monitoring Questionnaire at <https://forms.office.com/e/E4CjiRiL8D>. We will use the information to:

- make sure that no job applicant receives less favourable treatment because of age, disability, race/ethnicity, religion/belief, marriage and civil partnership, pregnancy and maternity, sex/gender, gender reassignment or sexual orientation; and
- understand who we are reaching and appealing to as an employer. This will help us improve our recruitment practices so that a wider variety of people know about our job opportunities, and feel more comfortable applying to work with us.

## Any questions?

If you have any questions or would like to speak to us informally about this post, please contact our **Sector Development Manager, Emma Barr** at [emma@ytas.org.uk](mailto:emma@ytas.org.uk) or on **07539 010303**.

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