

Wolverhampton: Where we are...

Session Facilitator job description

The programme

Where we are... is a new national programme delivered by the British Museum and supported by the Paul Hamlyn Foundation. From 2021-2025 the programme will work with third sector and cultural partners across the country to develop meaningful arts and cultural projects with young people.

These co-produced projects will respond to something in their local area that the young people are passionate about and as such the direction these projects will take will be driven by the young people.

This year we are working with two Key Partners:

- [Wolverhampton Art Gallery](#) and Reach and [Unite Outreach and Empowerment](#)
- [Culture Services Doncaster](#) and [Right Up Our Street](#)

We are seeking to appoint a session facilitator for our **Wolverhampton** partnership who will work with the young people to develop their ideas and passions into a creative output.

The facilitator will be responsible for collaboratively working with the young people to explore their local area and develop a creative line of enquiry. Alongside the project team (The British Museum and the Key Partners) and the young people they will support the recruitment of relevant creative practitioner(s), who they will work closely with to shape the arts and cultural output of the project.

Vital to the success of this project is listening to young people about what they are interested in talking about and exploring possible ways for them to express this interest. This project will not be about dictating ideas of culture to young people but will be about listening to what culture means to them. However, it will be important to provide young people with a scaffold and framework within which to work.

By working in a co-production four-way partnership between the British Museum, Wolverhampton Art Gallery and Reach and Unite Outreach and Empowerment and young people, the programme aims to:

1. Remove some of the barriers to engagement with the cultural sector that young people face
2. Create a sense of agency in young people that can be reflected into their communities

Role description

You will be working with 15 young people aged 16-24 who are supported by. A key part of this role will be to coax out of the young people what they are interested in and how they want to talk about that. The successful candidate will be able to work with young people who do not see themselves in museum or gallery spaces and will be able to draw out of the young people the confidence and skills needed to develop a creative output.

The sessions will likely take place at Wolverhampton Art Gallery or RUOE Inclusion Hub Fortnightly mid-September – mid May 2024. Exact location, dates, and times to be confirmed.

Duties will include:

1. Design and deliver fourteen bespoke interactive and inclusive sessions that 1) build the skills, knowledge, and confidence of young people to co-produce arts or cultural projects that are meaningful and relevant to them and their local community 2) develop their ideas and passion into a creative output. Up to 8 of these sessions can be in partnership with another creative practitioner (s) or artists.
2. Collaborate remotely with the facilitator of the project in Doncaster before and during to the delivery of the creative sessions.
3. Work closely with the Wolverhampton Art Gallery and Reach and Unite Outreach and Empowerment and young people and the British Museum to develop and agree a detailed plan for the sessions with the young people.
4. Ensure that the sessions remain relevant, responsive and adaptable to the young people's needs.
5. Build rapport and trust with the young people, being mindful of their lived experience and respectful to their other responsibilities.
6. Provide ongoing pastoral care to the young people and duty of care. Report and discuss any safeguarding concerns or needs arising from the young people involved with the Key Partners.
7. A youth worker will join the project and provide pastoral care and support for the young people. You will need to work closely with them to remain up to date on any emerging issues or needs that the young people have.
8. Work closely with the British Museum and Key Partners to understand local organisations, individuals and needs of young people recruited on the project.
9. Communicate clearly with the Key Partners about the day-to-day operation of the project and reporting into the British Museum about overall progress of the project.
10. Work collaboratively with creative practitioner(s) to shape the creative output with the young people.
11. Share best practice and learning with the other facilitator working in Doncaster in as well as The British Museum, Wolverhampton Art Gallery and Reach and Unite Outreach and Empowerment and young people.
12. Work closely with the Key Partners and creative practitioner(s) to plan and deliver an end of project community celebration event in Wolverhampton.
13. Work closely with other facilitator, Key Partners and The British Museum to plan and deliver an end of project celebration event. Location tbc.
14. Work closely with the project evaluators, ensure that evaluation data is collected from young people regularly as agreed with the evaluators, and are safely stored and made accessible to the evaluators.

15. Attend Mental Health First Aid training and Trauma-informed practice training, as part of the training for the role, before the start of the sessions.
16. Attend Co-Production Workshop at the British Museum on 15 August 2024. Travel, food, and fees for attending the workshop will be covered.

Deliverables

1. Adaptable and flexible session plans that are interactive and engaging.
2. Working with the creative practitioner(s) to develop the creative output with the young people.
3. Attend weekly on-line project catch ups with the Project Team (The British Museum, Wolverhampton Art Gallery and Reach and Unite Outreach and Empowerment and young people).
4. Attend monthly on-line network meetings with Key Partners from Doncaster and Wolverhampton.
5. Meetings with the other facilitator from Doncaster for sharing of learning and best practice.
6. Attend any online training provided as part of this role.
7. Attend the local and national end-of year celebration events.
8. Reflection session with the Project Team at the end of the project.

Person specification

We are particularly interested in applications from people who have shared lived experiences with the young people in your area. Any experience required can be demonstrated by paid for or voluntary work or can come from outside the work environment.

Competency	Desirable or Essential
Committed and passionate about co-producing meaningful creative projects with a diverse group of young people.	Essential
Knowledge of the local cultural and arts landscape including local networks with artists and creative practitioners.	Desirable
An in-depth understanding of the barriers facing Young People accessing cultural assets	Essential
Ability to relate to young people and draw out their skills, interests and experiences into meaningful arts/cultural projects.	Essential
Experience of co-production working in museum, gallery or cultural settings informally with a diverse group of young people.	Essential
Experience of developing sessions that respond to various learning styles and abilities.	Essential
Ability to work collaboratively with creative practitioner(s) to develop a creative intervention with young people.	Essential
Ability to communicate effectively with project partners both verbally and in writing.	Essential
Confidence in delivering workshops in person.	Essential
Understanding and experience of safeguarding young people.	Essential
This role requires an enhanced DBS check and interested applicants should either have one or apply to get one before the start of the creative sessions in September.	Essential

Timetable

Dates 2024	Item
15 th July 2024 at 5:00pm	Application deadline
16 th - 19 th July 2024	Invitation to interview
29 th July-1 st Aug 2024	1 st stage interview (online) with a panel from the British Museum, Wolverhampton Art Gallery and Reach and Unite Outreach and Empowerment and young people.
16 th Aug 2024 (TBC)	2 nd stage interview, delivering a mini session to young people You will be paid for your time for preparing and delivering this mini session.
W/C 26 th August 2024	Initial meeting with project team, exact day and time TBC
W/C 26 th August – 13 th September 2024	<ul style="list-style-type: none"> ▪ Meet the partner organisations in Wolverhampton and visit and assess the venue where the sessions will take place. ▪ Collaborate with the other facilitator & preparing session plans. ▪ Meet the youth worker and collaborate on the individual support plan for each young person. ▪ Potentially have an informal introduction to the young people. ▪ Attend on-line Trauma informed practice training, organised by the British Museum ▪ Attend Mental Health First Aid Training. Locally.
16 th September, onwards	16 weekly sessions. Day trips with the young people to explore local arts and culture will be organised in collaboration with the young people and Key Partners.
16 th September 2024 – May 2025	Project catch ups and networks meetings, to be agreed
May 2025	Wolverhampton -based community celebration event End of year celebration event. Time and location are to be confirmed.

Pay and term

- £7,975 for 29 days' work (£275 a day), inclusive of VAT. This includes developing session plans with other facilitator, session planning, session delivery, working with the creative practitioner(s), and the end of year celebration. Below is an *estimation* of how these 29 days will be split to cover the various aspects of this role:

	Daily Fee	Days	Total Fee
Project Preparation including session planning and its review. This is prior to the start of the session delivery. 3 days will be allocated for the session planning and 1 day for review with partners.	£275	4	£1,100
Admin, meetings, and evaluation. This is the estimated time spent on attending these meeting for the duration of the project.	£275	6	£1,650
Creative co-production 16 Sessions (planning, and delivery)	£275	16	£4,400
Planning and attending End of Year celebration (2-day planning & 1 day delivery)	£275	3	£825
Total		29	£7,975

- In addition, you are required to complete both Mental Health First Aid and Trauma Informed Practice Training. The cost of training is covered by the British Museum.
- to Hanouf Al-Alawi, National Programme Manager at the BM, but will work closely with Simon Suphandagli, Creative Producer for Children & Young People, at Wolverhampton Art Gallery and Evelyn Wilson, team leader at, Reach and Unite Outreach and Empowerment, who will manage the day-to-day management of the role.
- You will need to provide proof that you can work in the UK.
- Payment schedule to be agreed.

Proposal format

- A CV.
- A personal statement outlining how your previous experience (paid and/or voluntary) allows you to meet the person specifications. Please also reference how you propose to deliver this work.
- If you are applying as part of an organisation, please provide an introduction to the organisation and its credentials.
- Two examples of relevant projects you and/or your organisation have previously undertaken.
- Ability to meet the timescale outlined.
- Contact details of two referees.

To apply please email Hanouf Al-Alawi, National Outreach Manager, on hal-alawi@britishmuseum.org by 15th July 2024 at 5:00pm.

For more information about the Where We Are programme, please see our website <https://www.britishmuseum.org/where-we-are-programme> or get in touch with Hanouf Al-Alawi on h.al-awali@britishmuseum.org

Diversity monitoring

We would be grateful if all applicants can fill in our anonymous [diversity monitoring form](#). Inclusion and representation are really important to us and so we are collecting this data so we can understand who applies for our opportunities.