



**CHARGING UP CHANGE!**

**CREATIVE LEARNING ASSOCIATES**  
**(Freelance)**

**JOB DESCRIPTION & SPECIFICATION**

**DEADLINE: 18 SEPTEMBER 2023 (10.00HRS)**



# CREATIVE LEARNING ASSOCIATES

## (Freelance)

# JOB SUMMARY

**Deadline:** 18 September 2023 (10.00 am)

**Application Form:**

<https://talent.sage.hr/jobs/0b71b7d7-adde-4528-a760-ea3b3354da0b>

ROLE	Creative Learning Associate (Arts Creativity and Creative Enterprise)
REPORTING TO	Creative Programmes Producer (CAP), Creative Talent Producer, Community Producer
RESPONSIBLE FOR	N/A
SALARY	£20.00 - £30.00/per hour (Based on experience)
HOURS	Variable hours per week - daytime/evenings and holidays.
DURATION OF CONTRACT	31st March 2026
TIMESCALE	Immediate start
BASED	PBC HQ – Black Country - Satellite Provision
ROLES AVAILABLE	1
SUMMARY	<p>Powered by CAN (PbC) are looking for Creative Learning Associates (Freelance) to work as part of a dynamic pool of freelance staff team in delivering a wide range of projects (within the multi-faceted arts sector) with children, young people and young adults. Delivery will be across schedule of activity from 9-9pm Monday to Sunday.</p> <p>We are specifically looking for practitioners with experience in one or more of the following, Dance, Theatre, Visual Arts, Poetry, Literature, Digital Design and Film/Media Production and also Creative Entrepreneurship.</p> <p>You will enjoy working in a collaborative, flexible way, and be committed to work that supports access for underserved communities (under 35's) across the Black Country and surrounding areas.</p>

# WHO WE ARE

**POWERING CHILDREN, YOUNG PEOPLE  
& YOUNG ADULTS TO CHARGE UP  
CHANGE!**



# OUR STORY

## How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

## HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



# OUR VISION

## How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

# OUR MISSION

## How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

# OUR VALUES

## These are at the centre of everything we do...

**CARE**

**CHALLENGE**

**COMMITMENT**

**COLLABORATION**

**CREATIVE**

**COMMUNITY**

# OUR SERVICES



Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



Promoting positive lifestyles and empowering people through participation...



Taking the time to talk, tackle & transform into our true selves...



Navigating the narrative...



Always aiming high, aspiring to achieve & Accelerating your ambitions ...



# OUR OBJECTIVES

1

## **Pride of Place!**

To develop collective understanding and knowledge on the identity of place to strength the services that are relevant to meet the needs of children, young people & young adults.

2

## **Positive Programmes & Principles!**

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults to strengthen best practice for the sector to meet soft, hard and transferable skills.

3

## **Powering Participants & People!**

To build on the strengthens and needs of children, young people & young adults to thrive and be resilient into adulthood.

4

## **Pushing Performance & Policy!**

To influence policy and investment to prioritise services for children, young people & young adults.

5

## **Playing our Part!**

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven to be reputable, responsive and represent a rights based approach for people and place.





“

**We are powered both by where we have come from  
and the positive energy moving forward with a ‘CAN’  
do attitude.**

**We hope everyone we work with will be able to  
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA







# CREATIVE TALENT PRODUCER (Careers, Creative Enterprise and Changemaking)

## DUTIES & RESPONSIBILITIES

### Creative and Cultural Skills

- To collaborate with the Arts, Culture and Civic Change team to drive Arts Council England's Investment Principles/Outcomes & Let's Create Strategy (including other governing/arms length organisations).
- To assist with the delivery and design of projects, including set up and scheduling of events, liaising with partner organisations, schools, community groups, artists and speakers and internal departments, with an awareness of the wider cultural and social barriers participants may face accessing multi-arts projects for children, young people and young adults.
- To ensure that all projects that have been undertaken are adequately documented with case studies and that all attendance is tracked and evaluation forms are completed.
- To support the writing of resource materials through research and writing for all projects and communities across the Black Country.
- To assist with the production of photographic/video evidence of projects/courses.
- To support and encourage participants during activities, encouraging engagement and assisting with group management.
- To help to provide a friendly, safe and welcoming environment for children, young people and young adults during all sessions.

# DUTIES & RESPONSIBILITIES

## Administration and Communication

- Be responsible for completing all relevant paperwork in alignment with PbC's policies and procedures.
- To support the monitoring and evaluation of participant journey's and programme impact for internal and external reporting.
- To communicate effectively with PbC Development, Marketing and Income Generation team to align external communications and enable programme sustainability and growth according to participant need and demonstrating rating impact.

## General Responsibilities

- Attend ideas meetings and contribute to discussions about the future of PbC. and to contribute ideas that may support the ongoing development of the organisation.
- To ensure confidentiality within the organisation at all times.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, Recruitment/Engagement events, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by SLT.

## Equal Opportunities and Safeguarding

- To work within the organisation's safeguarding and equal opportunities policies to ensure allocated staff and practitioners line managed by the role work within the organisation's safeguarding and equal opportunities policies.
- To undertake relevant risk assessments before undertaking events/projects/activities for which the role has direct responsibility.



# CREATIVE LEARNING ASSOCIATES

## (Freelance)

# PERSON SPECIFICATION

### Essential

- A minimum of 2 years in a similar role with the Cultural, Creative, Education and Youth sectors.
- We are specifically looking for practitioners with experience in one or more of the following, Dance, Theatre, Visual Arts, Poetry, Literature, Digital Design and Film/Media Production and also Creative Entrepreneurship.
- A keen and active interest in the vision and purpose of PbC and a knowledge of the culture, creative, education and youth sectors.
- Working knowledge of the Black Country and surrounding areas (including knowledge of marginalised communities).
- To have an awareness of ACE's Let's Create and Investment Principles and Outcomes.
- To respond to new challenges with agility and a proactive approach with an understanding of equal opportunities and cultural diversity issues in the delivery of our services.
- To demonstrate experience in programme design, lesson planning and delivery.
- Working knowledge of relevant software packages (Microsoft Office Suite, Google).

### Desirable

- Knowledge of youth work and/or previous experience of working within a youth-led organisation, especially from safeguarding perspective.



## FURTHER INFORMATION

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Application Process:

Formal Interview (including Presentation or Practical), w/c 2nd October 2023 or w/c 9th - please note this may include a Saturday.

Contact Information:

[jobs@poweredbycan.org](mailto:jobs@poweredbycan.org) or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory Employment/Character references.

Please note we are currently using a new application system, so if you face any technical difficulties please email [jobs@poweredbycan.org](mailto:jobs@poweredbycan.org)

