

Brief: Project Assistant for the Young Empowerment Fund

About The Mighty Creatives

The Mighty Creatives was established in 2009 and is based in the heart of the cultural quarter in Leicester. It is a charity which has transformed the lives of many children and young people by supporting programmes in the arts and cultural sector. Our beneficiaries include children and young people aged 0–30 years from across the East Midlands.

The role of The Mighty Creatives is to provide and champion opportunities for our beneficiaries, particularly those who are the most disadvantaged and excluded. Our vision is of a world where all children and young people will harness the power of arts, creativity, and culture to transform themselves, their communities, and their futures.

For more than 11 years, children and young people have played a pivotal role in the charity, helping to co-design and produce strategic initiatives and partnership activity that have transformed children's and young people's lives. Listening and acting upon the creative voices of children and young people is at the heart of our mission, particularly those of the most excluded and disadvantaged.

Our mission is driven by six strategic objectives:

- Improving access to arts, culture, and creativity.
- Raising aspirations of children and young people.
- Empowering children and young people to make positive social change.
- Advocating for the power of arts, culture, and creativity.
- Increasing investment in children and young people's arts, culture, and creativity.
- Sustaining the charity's organisational resilience to meet our vision.

To achieve our strategic objectives, we deliver the following programmes:

Cultural Education: supporting arts and cultural education for all children and young people.

Creative Communities: supporting social and artistic placemaking through the creativity of children and young people.

Creative Mentoring: working with young people in need who struggle to engage in education – or who are at risk of exclusion or disaffection.

Creative Futures: supporting young people to kick-start their creative careers with the support required to lead creative enterprises and more broadly enter the jobs market.

Background to the call

The Young Empowerment Fund (YEF) is now entering its third round. Following a period of review, YEF (formerly known as the Youth Cultural Life Fund) is to be expanded in scale. Due to this, we are looking for a Project Assistant to support the additional work that this expanded programme will require.

YEF is a fund that is available for young people aged 16 – 25 years of age, with up to 40 young people supported in this third round.

Aims

1. Young people will develop a broad range of skills useful in their careers.
2. Young people will experience personal development through delivering arts projects.
3. Young people will experience the support of creative and cultural professionals and organisations.
4. Young people from our most vulnerable groups will be prioritised through this programme.
5. YEF will offer young people time and space to develop and share their creative voice.

Young people will produce a creative project that allows them to develop their skills and creativity, with access to support in the form of Creative Coaches and online group sessions led by The Mighty Creatives and creative professionals.

Each young person can apply for £500 to develop their project. Alongside this financial support, each young person will be eligible for the following support:

- 5 hours of 1-2-1 support with an individual Creative Coach
- 5 x 1 hour Project Management Webinars delivered by The Mighty Creatives
- 1 x 1.5 hours Introductory Drop-in Session delivered by The Mighty Creatives online
- 8 x 1 hour Drop-in Sessions delivered by The Mighty Creatives online (optional)
- 2 x 1 hour Artist Webinars delivered by Artists online (optional)
- 1 x 30 mins Artist-led 'tutorial' session – (4 x 30 mins sessions total, with 5 young people per session) (optional)

Both the Project Management Webinars and the Artist Webinars will be recorded to allow young people that were unable to join the session live access to this material. This will be available for them via our online teaching platform, Teachable.

To be eligible to apply to the programme, young people must be aged between 16 – 25 and living in the East Midlands, which includes the following locations:

- Leicester/ Leicestershire
- Nottingham/ Nottinghamshire
- Derby/ Derbyshire
- Lincolnshire
- Northamptonshire
- Rutland

We also encourage applications from adults on behalf of a young person who may be vulnerable, has additional needs or who cannot access the online form themselves.

Young people will have 5 months following their successful application to develop and deliver their project. Provisional dates for this are mid-July to the beginning of December.

Creatives Coaches will comprise of The Mighty Creatives staff members and external individuals. All Creative Coaches must hold an up-to-date DBS certificate. Each young person will have access to their own Creative Coach, resulting in an anticipated cohort of 40 young people and 40 Creative Coaches.

The role of the Creative Coach is to support young people throughout their project with regular meetings (equating to a total of 5 hours). Creative Coaches will offer support on developing ideas, project delivery, sharing the project with wider audiences, as well as any other required help and learning needed throughout the process. This may include signposting to other support and other organisations for example. The Creative Coach will be responsible for undertaking monitoring and evaluation processes (see below).

Creative Coaches will also be required to support young people through The Mighty Creative’s contracting and payment processes. For instance, ensuring that the young person has attended their first session Creative Coach 1-2-1, completed baseline evaluations, and completed a detailed timeline. From this, we will be able to release payment to the young person for their project.

These 1-2-1 sessions between Creative Coaches and their young person are to be arranged between each other, when suitable for both parties’ schedules. We envisage that approx. 1 hour will be delivered per month of the programme (5 hours for 5 months total). Within this time, The Mighty Creatives evaluation processes will need to take place both at the beginning and the end of the programme. Please see the table below for further detail:

Evaluation and Monitoring Method	When to be completed	Who to complete
Young person skills self-assessment	Baseline and endpoint to measure distance travelled	Young person with guidance from Creative Coach
An approx. 15 – 20 min interview between Creative Coach and young person	Endpoint	Young person and Creative Coach
Creative Coach survey about the programme and their experience	Endpoint	Creative Coach

At the very beginning of the programme, before delivery begins, there will be an in-depth Creative Coach Briefing that will go into greater detail about what is expected of Creative Coaches.

Role of Project Assistant

To ensure the smooth running of the programme, we are looking for an enthusiastic individual with experience in administration and working with young people. Tasks will vary from assisting with the delivery and safeguarding of live online sessions, being a point of contact for both Creative Coaches and young people, as well as general administrative tasks.

The Project Assistant will assist the Arts Alliances Team with the delivery of the programme, and it is anticipated that whoever fills the role will work closely with members of the team.

Safeguarding

As part of YEF, there will be direct contact with young people aged between 16 – 25 years old. Safeguarding is an important priority at The Mighty Creatives and as a freelancer

working on this programme, we expect you to hold an Enhanced DBS check (within the last 2 years) and follow our Safeguarding Policy and procedures. Our Safeguarding Policy will be supplied separately.

Skills, Knowledge and Experience Requirements

The successful contractor should demonstrate in your expression of interest:

Knowledge of the Sector	You should evidence your skills, knowledge, experience of the arts & cultural sector.
Project Management	You should evidence your project management skills, knowledge, and experience particularly management of IT systems and admin processes.
Budget Management	You should evidence your skills, knowledge, and experience of contributing to the management of budgets.
Communication	You should evidence your skills, knowledge, and experience of developing and maintaining effective communication with multiple groups.
Safeguarding	You should evidence your skills, knowledge, and experience of working to safeguard children and young people.
Working with / Supporting Young People and Youth Voice	You should evidence your skills, knowledge, and experience of working to support young people in creative projects and empowering them through creativity.
Preparing and Leading Sessions	You should evidence your skills, knowledge, and experience of preparing and delivering content to young people, especially using digital.
Teamworking	You should evidence your skills, knowledge, and experience of working in a team.
Problem solving	You should evidence your skills, knowledge and experience of problem solving to ensure smooth delivery of projects and programmes.
Monitoring and Evaluation	You should evidence your skills, knowledge, and experience of your effective contribution to and use of monitoring and evaluation.

Anticipated Tasks

Type	Task
Programme delivery	Assist in leading online Creative Coach Briefing(s).

	Attend necessary Project Management Webinars and meetings, Artist Webinars and Drop-in Sessions online.
	Lead alternate online Drop-in Sessions for young people.
	Lead online Creative Coach check-in sessions.
	Edit recorded Webinars for upload to our online learning platform.
Monitoring and Evaluation	Track and record hours coached throughout the programme.
	Track received baseline and endpoint evaluations and contribute to the overall evaluation process.
	Track payments to Creative Coaches and the young people and contribute to the overall monitoring of the budget for this programme.
Communication	Be the main point of contact for young people, assisting in resolving their questions and queries.
	Be the main point of contact for Creative Coaches, assisting in resolving their questions and queries.
	Communicate effectively with other members of the team and other The Mighty Creatives colleagues providing regular updates.

Contract terms

This opportunity is offered as a freelance opportunity.

The work will be undertaken in accordance with The Mighty Creatives standard contract terms and conditions and any additional agreed conditions specifically required for the delivery of this work.

Other requirements

Your own IT equipment and internet access. TMC will provide you with access to our internal email and other necessary IT applications. These may include shared directories and our customer database system.

At the time of writing The Mighty Creatives are working remotely away from our Leicester office base. You should be prepared to work remotely for the foreseeable future.

Fee

The fee for this work will not exceed **£5,000.00** calculated at 20 days' work at a rate of £250.00 per day.

This will be paid in two instalments of £2,500.00 subject to agreed contract conditions

The above fee is inclusive of any VAT and expenses. Any travel expenses are included within this fee. The successful contractor will be responsible for their own PAYE/NI and Pension.

Responding to this opportunity

Please provide an expression of interest addressing the skills, knowledge, and experience requirements (maximum 3 sides A4, font no smaller than 11 point).

You may also provide a cover letter (1 side A4, font no smaller than 11 point)

Please also provide your CV. Ensure that the following information is included:

- Your name
- Your telephone number/ mobile
- Your email
- Your postal address

Please provide the following contact details for two referees:

- Name, Company and Position
- Address
- Email
- Telephone/ Mobile

Please ensure your referees are aware that we may contact them.

The deadline for applications is Tuesday 11th May 2021 by 9am. All applications should be sent to recruitment@themightycreatives.com.

Shortlisted applicants will be invited to meet with us (via video call) on **Thursday 20th May 2021**. If you haven't heard from us by this time, please consider your application to be unsuccessful at this time.

It is anticipated that successful applications will begin work week commencing **7th June 2021**.

Equal Opportunities Form

As part of our commitment to equal opportunities and diversity of our workforce, we would also request that you complete and return the **Equal Opportunities Form** provided with this tender.

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