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The Agency Assistant Facilitator (Freelance) Applicant Information Pack

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A home for the extraordinary

We harness the incredible power of art, creativity and collective imagination to create a better future for everyone. A future that is more inclusive, more sustainable and more equitable.

Mission

We work with extraordinary people to create ideas that reimagine what's possible, inspiring positive change for both individuals and their communities.

We love to take creative risks, providing people who are often underserved or ignored by others, the space and the freedom to share bold new ideas that can inspire us all.

We are a learning organisation, and we're open about the times we succeed spectacularly and fail gracefully, as we believe this transparency helps us all to achieve extraordinary things.

Values

We live by the old town hall motto, inscribed on our beautiful building;

Not for me, not for you, but for us.

This is our guiding principle; our code of conduct, the north star for everything we do. Our aim is to always work compassionately, collaboratively and generously with others for the greater benefit of everyone.

Introduction & How to Apply

Thank you for your interest in the role of Assistant Facilitator for The Agency at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the online application.

All applications must be submitted by **10am 26 June 2024**. Successful shortlisted applicants will be invited to attend a short online interview during the week commencing **8 July 2024**. We will invite a few applicants to deliver a workshop as the last stage of the application process. Interviews will take place on Zoom and workshop will take place in person at Battersea Arts Centre. We can provide a BSL interpreter if required.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. If you share a commitment to BAC's mission and values, we want to hear from you.

We may contact candidates before the closing date and BAC reserves the right to close submissions for this role early, should a suitable applicant be found, so please **apply as soon as possible**.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application.

Project Working

BAC operates a project working structure, which means that teams and team members work flexibly across projects to deliver activity.

Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's strengths and specialisms, creating an innovative and open working culture.

Our projects all sit underneath the following areas of work:

- **Creative Impact:** our programme of work that supports artists, young people and communities, via public programming, creative development programmes and access to the venue.
- **Commercial Enterprises:** income generating activities including commercial events, building hires and retail.
- **Continuous Improvement:** projects that improve the way BAC works to make it more effective, efficient and equitable.

Working at Battersea Arts Centre

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles, uphill. There is a disabled parking bay on Theatre Street next to the building. There are accessible toilets and a mix of loud and quiet spaces.

BAC is an innovative and diverse organisation and has around 60 members of staff. A culture of development and support is fostered through a combination of line management, in-house coaching, and individual supporter and mentor schemes.

BAC operates a **Dynamic Working** policy. This means we aim to create an environment that values experience and empowers colleagues to balance their professional and personal lives. It promotes inclusion and considers our whole team, creating a culture that respects the 7 day a week operational venue, with a range of skills, roles and requirements. The office is open every day from 9am and staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm and many of these will include an option to join online.

This role is a freelance role, and will require working on Saturdays and Wednesday afternoon, evenings during the project delivery.

The role will involve some meetings and communicating via phone / video, email and in person. Evening and weekend work will be required as part of this role, plus travel to external partner meetings and events if the role requires it.

About The Agency

The Agency is a collaborative project directed at engaging and empowering young people within local communities to plan, structure and deliver their own projects. Using a methodology developed for working with young people living below the poverty line in Brazil, the project provides development opportunities for young people in the UK, helping them to launch social enterprises and ambitious projects that positively impact the local area. The Agency is a National Programme established in 2013. It has been run Manchester, London, Chester, Belfast, Cardiff and Southampton. The Agency has also piloted in Feltham Young Offenders Institute for boys aged 15-17. With sustained support from our funders, we are building on the strong foundations of the programme to continue to grow nationally, with more partners interested in the social impact of this creative methodology.

The Role

Responsible to: The Agency Project Manager

Working Closely with: The Agency Lead Facilitator

This role will be part of BAC's **Agency Team**.

This role will require a clear Enhanced DBS check. This can be processed after the role has been offered.

General Description

Battersea Arts Centre is looking for an exceptional facilitator to be part of this ground-breaking initiative.

The Assistant Facilitator is someone who is confident and enthusiastic about working with young people, and able to apply their experience to support the delivery of The Agency's weekly sessions and the wider aims of the project. Training and support will be provided to the assistant facilitator.

Assistant Facilitator Cycle 1 & general role outline:

- As Assistant Facilitator you will attend regular meetings with The Agency's Project Manager and wider team on Wednesdays 2-5pm.
- You will support and assist the Lead Facilitator in the planning, delivery, and evaluation of the weekly Agency sessions with up to 23 people aged 15-25 from September 2024 – December 2024 in line with the Agency methodology.
- In addition, plan and lead a 2-hour session per week to support participants with independent research for their project area.
- You will support the Project Manager with the administration of the Agency.
- Provide the Project Manager with session plans on the Monday prior to the Wednesday session.
- Support on the Street Recruitment and interviewing of the agents joining the cohort.
- Work closely with the young people to support them to develop their ideas within the methodology of the Agency.
- Support the interviewing of young people wanting to take part in the project.
- Respond to and support the specific needs of each young person's project with a focus on offering routes into resources.

- Create weekly content to support the documentation the progress of the young people and the process as a whole.
- Feed into the evaluation of the process set against the aims and objectives of the project.
- Support the Agents with pastoral care needs where appropriate and inform the Agency Project Manager of any concerns.
- Ensure health and safety, dignity and respect, and equal opportunities in the workplace in line with BAC's policies and procedures.
- Take photographs and upload to drive – ready for social media; Process for this will be shared with you, you may also need to upload directly to Agency socials.

Cycle 2 role outline:

- As the Assistant Facilitator you will work with a group of young people (The Agents) to realise their successfully pitched projects from January 2025- May 2025.
- You will help to identify networks for them to connect with and set up meetings where appropriate.
- Support one of the projects as Producer/ Mentor.
- Help to identify future funding opportunities and methods of sustainability for the projects and their development e.g. Princes Trust, Unltd, Awards for All.

- Encourage and support the Agents to work more autonomously and ensure they have the skills to complete further projects independently.
- Oversee all planning and budget documents for the agents' projects.
- Be present at the agents' meetings with BAC staff and external people.
- Provide feedback and evaluation to enable the Agents to grow.
- Ensure all projects are fully documented.
- Work closely with the Lead Facilitator and Project Manager to ensure the above aims are met and to discuss any concerns that arise of additional support needed.

The culture at BAC is a collaborative and open one. We work in an open plan space with no closed private offices and frequently work across teams and roles. We are lucky to have an outdoor terrace adjoined to the office which is particularly nice in the summer months. There's a good culture of people taking lunch breaks away from desks and two equipped kitchen and eating areas where the team tend to spend their down time. We organise regular social events and things can get competitive at our annual sports day and Christmas quiz. Though to be clear, spectating is respected as much as taking part here at BAC!

Person Specification

When we shortlist, we use these criteria to select the best matched candidates.

Criteria	Description
<p>Knowledge: the understanding of a subject or information that a candidate has</p>	<ul style="list-style-type: none"> • A passion for empowering young people to engender change in their lives and wider community. • A desire to affect social change within underrepresented communities. • Knowledge of the issues impacting young people. • Desirable to have an artistic practice.
<p>Experience: the practical application of the knowledge that a candidate has acquired through working or living</p>	<ul style="list-style-type: none"> • Experience in working with local communities. • An understanding of the challenges facing young people today. • An ability to problem solve and develop creative solutions; • A proven track record of being committed and reliable when working with young people. • Some experience of facilitation.
<p>Skills: the specific abilities that a candidate has acquired through practice or training</p>	<ul style="list-style-type: none"> • Confidence with communicating with a range a different people and an ability to build relationships in a community setting.
<p>Values: the behaviours a candidate should be able to demonstrate</p>	<ul style="list-style-type: none"> • A passion and commitment to arts with a social purpose. • A commitment to Battersea Arts Centre’s mission & values • Willingness to take part in professional development opportunities and to develop new skills

Terms & Conditions

Fee: **£9,275**

£300 per week x 28 Weeks Delivery + £175 for 5 Days Prep, Evaluation.
There is the potential for additional days on Street Recruitment & Interviewing agents – these days are to be agreed with Project Manager & Lead Facilitator

Payment will be made on a Monthly basis through invoice.

Hours: 1 day and half days per week (Wednesdays half day & Saturdays full day).

Weekly sessions times:

Team meetings and support sessions Wednesday 2pm-4pm

Wednesdays - 4pm-7.30pm

Saturdays - 10am-6pm

Some hours subject to change should needed

Notice period: **1 month**

Contract Period: 11 September 2024 - 9 May 2025 (+ August Training Dates)

Stage 1: 12 weeks – 11 September 2024 – 11 December 2024

Stage 2: 16 weeks January 2025- May 2025 (exact dates TBC)

Additional Dates: Methodology training: 14, 15 & 16 August 2024 (days and expenses paid)

Methodology training is in Manchester.

Planning days/Interviews for Agents: TBC – agreed with Lead Facilitator and Project Manager.

First session: Wednesday 11 September 2024