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**ARTS COUNCIL
ENGLAND**



**Lead Facilitator for The Agency London
(Freelance contract)
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 Lead Facilitator 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 30 June 2025**. Successful shortlisted applicants will be invited to attend an interview on **9 or 10 July 2025**. Interviews will take place online, and some candidates will be invited back for a second round to facilitate a workshop on **14 July 2025**, as part of the selection process. 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 have provided different methods of capturing your application information (written text, audio and video) as a part of our commitment to ensuring that our application process is accessible. It is your responsibility as a candidate to ensure that your application text, audio or video is in a format that can be accessed by our shortlisters. BAC does not take responsibility for any incorrect or inaccessible links provided in an application, and we may have to reject your application.

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 days 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.

In general, those with admin focused roles work during the week and do a mix of days in the office and alternative locations. More operational roles are led by the programme of activity taking

place in the building. Flexible working is welcome and agreed between the employee and line manager.

The role will involve some meetings, communicating via phone / video, email and in person, and using a computer for several hours across the day. Some 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.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

The Role

Responsible to: **Project Manager**

Working Closely with: **Peer Mentor**

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

General Description

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 in Manchester, London, 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.

This is a hugely exciting role for an artist or community facilitator to work with a group of young people taking them through a transformative creative process. You will use your own artistic practice to breathe life into the 'Agency methodology' and encourage the young people to develop their own ideas, drive them forward and build their confidence, networks and skills.

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

Role Responsibilities

General

- As Lead Facilitator you will attend weekly meetings with The Agency's Project Manager, Peer Mentor and the wider team on a Wednesday afternoon.

Participant Recruitment & Planning (August 2025 to September 2025):

- Support the Street team in recruitment, and interview of young people wanting to take part in the project;
- Attend 3 day training on The Agency Methodology, in Manchester on the 20-22nd of August;
- Plan and develop with Peer Mentor and Project Manager in preparation for the start of cycle 1 after training on The Agency Methodology;

Stage 1 (September 2025 to December 2025):

- Attend weekly meetings with The Agency's Project Manager and Peer Mentor – held before the start of week day session;
- Attend fortnightly support sessions with Kate Bradman;
- Work with a group of up to 20 young people (Agents), aged 15-25, and take them through the unique Agency creative methodology;
- Work with The Agency's Peer Mentor in planning and delivery of weekly sessions;
- Represent the vision of The Agency and form relationships with local community members, organisations and businesses to enable Agents to realise their ideas;
- Support Agents to develop their ideas within the methodology of The Agency;
- Respond to and support the specific needs of each Agent's project;
- Ensure all Agents are provided with training & practise before events such as the marketplace of ideas, community events and community research to ensure they are confident;
- Contribute to the evaluation process, set against the project's aims and objectives;

- Communicate and share learning with other UK-wide facilitators for The Agency;
- Support Agents with pastoral care needs, where appropriate, informing the Project Manager and The Agency National Programme Manager
- Ensure Health & Safety, dignity and respect, and equal opportunities are in line with BAC's policies and procedures;

Stage 2 (January 2026 to May 2026):

- Work with the Agents to realise their successfully pitched projects;
- Oversee and work with all projects and their producers as the Lead Facilitator;
- Attend fortnightly support sessions with Kate Bradman;
- Identify networks for them to connect with, setting up meetings if appropriate;
- Support one of the projects as Producer / Mentor;
- Feedback to relevant team members on the progress of the project;
- 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 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 parties;
- Provide feedback and evaluation to enable Agents to develop;
- Ensure all projects are fully documented;
- Work with Project Manager and Peer Mentor to ensure the above aims are met and to discuss any concerns that arise or additional support needed.

Person Specification

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

Criteria	Description
Knowledge: the understanding of a subject or information that a candidate has	<ul style="list-style-type: none">• An artistic practice that can be applied to The Agency methodology to create engaging workshops;• An understanding of the challenges facing young people today;• Knowledge of good safeguarding practice;• Knowledge of the local area in which you will be engaging
Experience: the practical application of the knowledge that a candidate has acquired through working or living	<ul style="list-style-type: none">• Experience of working with and facilitating young people;• Experience of delivering community based workshops;
Skills: the specific abilities that a candidate has acquired through practice or training	<ul style="list-style-type: none">• A passion for empowering young people to engender change in their lives and wider community;• Confidence with communicating to a range a different people and an ability to build relationships in a community setting;• A diverse approach to working with a wide range of people;• Ability to problem solve and make creative solutions to challenge;• A proven track record of being committed and reliable when working with young people;

Values: the behaviours a candidate should be able to demonstrate	<ul style="list-style-type: none">• A passion and commitment to arts with a social purpose• Enthusiasm for and commitment to Equal Opportunities practice• Enthusiasm for and commitment to working in an environment focused on young people (aged 15-25yrs)• A commitment to Battersea Arts Centre's mission and values• Willingness to take part in professional development and upskill opportunities• A desire to affect social change within underserved communities
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Terms & Conditions

Fee: **£12,000** for the duration of the contract

There is the potential for additional days on Street Recruitment & Interviewing agents – these days are to be agreed with Project Manager.

Payment will be made on a Monthly basis through invoice.

Hours: 2 days per week (Wednesdays half day & Saturdays full day).

Weekly sessions times:

Team meetings and support sessions - Wednesdays: 2pm-4pm

Workshop Delivery- Wednesdays: 4pm-7.30pm,

Workshop Delivery- Saturdays: 10am-6pm

Some hours subject to change should it be needed. We would expect planning to take place for each session in advance.

Notice period: **1 month**

Contract Period: September 2025 - May 2026 (+ August Training Dates)

Stage 1: 10 weeks – September 2025 – December 2025

Stage 2: 18 weeks January 2026 - May 2026 (exact dates TBC)

Additional Dates: Methodology training: 20 – 22 August 2025 (days and expenses paid).

Methodology training is in Manchester.