

Young DaDaFest Alder Hey Project Coordinator - Job Description

Line Manager	Head of Young Peoples Programmes
Salary	£140 per day
Terms and Conditions	Freelance - up to 48 days per annum for up to three years
Location	DaDaFest office in Liverpool City Centre and other locations off site as required
Safeguarding	This organisation is committed to safeguarding the children, young people and adults we work with. As part of our commitment to safeguarding, we apply a safer recruitment process to all our posts and appointments. This post will be subject to an up to date, satisfactory, enhanced DBS check with a check against the barred list for children and adults.

Background

DaDaFest is a pioneering disability and Deaf arts organisation, unique in our focus and in the scope and scale of our work and ambitions. Based in the heart of Liverpool, we have built a national and international reputation for delivering high quality and accessible events and projects including a critically acclaimed festival programme.

We believe that disability is a social issue – it is systemic barriers, negative attitudes and exclusion by society (purposely or inadvertently) that are the main contributory factors in “disabling” people. Through stimulating and supporting excellent disability and Deaf arts from a wide variety of cultural perspectives, our aim is to promote and improve the social understanding of disability.

Job Purpose

The Post Holder will coordinate and ensure the smooth running of the Young DaDaFest’s Alder Hey project. The role involves coordinating workshops with artists, children and young people at Alder Hey hospital.

Main Duties and Responsibilities

- 1 To coordinate the implementation and operational delivery of Young DaDaFest's Alder Hey project against agreed targets - monitoring, evaluating and reporting as necessary. Particular attention will be required to be paid to our relationship with our principle funders Children in Need, Arts Council England and Liverpool City Council.
- 2 To facilitate the involvement of disabled and deaf children and young people in project development and decision-making at both the project and organisational level. Working closely with delivery team to enthuse and develop young people's skills.
- 3 To supervise freelance staff members who are part of the delivery team for Young DaDaFest Alder Hey.
- 4 Liaising with Head of Young Peoples Programmes at DaDaFest and Arts Coordinator at Alder Hey to deliver outcomes for the project with support and guidance from hospital staff. Adhering to hospital policies and procedures, allowing for flexibility in project delivery around medical treatment.
- 5 Support the ethos of DaDaFest and implement its policies and practices and take responsibility as a member of DaDaFest and participate in team meetings and annual appraisal meetings.
- 6 In addition the post holder may be required to undertake any other reasonable duties commensurate with their status and abilities as and when required

Young DaDaFest Alder Hey Project Coordinator - Person Specification

All points on the Person Specification are important but those marked 'E' are the essential requirements for the job. You should pay particular attention to these points and provide evidence in your application of how you meet these requirements.

Those marked 'D' are desirable but you should also demonstrate how, or if, you meet those requirements.

Any candidate who is a disabled or d/Deaf person and who can demonstrate that they meet all of the essential criteria in the person specification is guaranteed an interview.

Personal Specification	Essential or Desirable
Qualifications	
GCSE English and Maths	D
Arts, youth, mentoring or community work training	D
Knowledge and Experience	
Experience of working with young people in creative industries, health sector or hospital environment	E
At least two years' experience of coordinating projects or events in paid or un-paid capacity	E
Knowledge of office management systems and procedures	E
Knowledge of the charity, social enterprise or public service sector	D
Experience of working with young disabled/Deaf people including those with long term health conditions	D
Knowledge of the Social Model of Disability and/or Deaf awareness	E
Knowledge and experience of safeguarding children, young people and adults	E
Skills and Abilities	
Effective communication and interpersonal skills	E
Excellent time management skills and an ability to multi-task and prioritise work	E
Ability to plan own work, work on own initiative and meet deadlines	E
Ability to work as part of a team	E
Attention to detail and high level of accuracy.	E
Ability to handle sensitive and confidential information in an appropriate manner	E
Excellent administration skills including report writing, recording and analysing quantitative and qualitative data	E
Good level of computer literacy including MS Office	E
Ability to co-ordinate groups of young people, staff, and volunteers and to encourage and motivate individuals and groups	E
Other	
Flexible availability with the ability to work occasionally at weekends and in evenings	E

If you require this information in an accessible format, please contact the DaDaFest office



Commitment to the ethos of DaDaFest and implementing its policies and practices	E
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Further information and application forms are on the DaDaFest website

dadafest.co.uk