

EMPOWER
MANCHESTER • SALFORD

THE HOME OF

HIDE
OUT
An OnSide Youth Zone



SOMEWHERE TO GO | SOMETHING POSITIVE TO DO | SOMEONE TRUSTED TO TALK TO

CREATIVE ARTS COORDINATOR ARTS, MEDIA & MAKERSPACE

Job Title: Creative Arts Coordinator
(Arts, Media & Makerspace)

Reporting to: Head of Youth Work

Location: Salford Youth Zone (Pendleton)

Salary: £29,385 – £31,484

Holidays: 33 days including bank holidays
(pro-rata)

Hours: 40 hours per week (including
evenings and weekends)

Key Relationships: Head of Youth Work, Youth Work Coordinators, Sessional Youth Workers, Volunteers, children & young people, parents, guardians and members of the community

BENEFITS

- Onsite Fitness Gym & Boxing/MMA Suite
- 33 days annual leave
- Secure cycle store
- Branded workwear
- Queen Bee's Café - Free hot meal on session
- Flexible working
- Learning and development opportunities
- Partnership working
- Working with like-minded people and cultures
- Part of a wider network
- Workplace pension scheme
- Special Leave
- Birthday Off
- Employee Assistance Programme through Health Assured
- Health and Wellbeing support which includes an app – Wisdom
- Enhanced maternity and paternity
- Company Sick Pay
- Real Living Wage Employer
- Charity Worker Discount / Bright Exchange Discount – through EAP/Wisdom

APPLICATION PROCESS

Date posted: Friday 18th September 2026

Closing date: Monday 12th October 2026

Interview date: W/C Monday 19th October 2026

Application form: www.empoweryouthzones.org/vacancies/

How to apply: Please complete the application form and return to recruitment@empoweryouthzones.org

STRICTLY NO AGENCIES PLEASE

We review applications on a rolling basis and reserve the right to close the role at any time.

Feel free to give us a call on **0161 511 3777** if you have any questions about this role, or to hear from a team member about life working at the youth zone.

SOMEWHERE SAFE TO GO | SOMETHING POSITIVE TO DO | SOMEONE TRUSTED TO TALK TO

ABOUT EMPOWER

Empower Youth Zones is the charity that oversees the creation, management and sustainability of Youth Zones in Manchester and Salford. These include HideOut Youth Zone located in Gorton (East Manchester) which opened in 2020 and Salford Youth Zone located in Pendleton, which opened to young people in June 2025. HideOut and Salford Youth Zone provide children and young people aged 8-19 and up to 25 for those with additional needs with somewhere safe to go, something positive to do and someone trusted to talk to.

Youth Zones are purpose-built spaces fizzing with energy and crammed with incredible facilities. They are staffed by skilled and dedicated Youth Workers who truly believe in young people – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive. HideOut and Salford and HideOut Youth Zones are part of a national and growing network of Onside Youth Zones. There are currently 21 active Onside Youth Zones across the UK with 23 due to be open by 2027.

WHAT IS THE ROLE?

The Creative Arts Coordinator will work alongside a team of passionate youth work team to develop and deliver an exciting 7-day creative offer for our Junior and Senior members. With a 50:50 split between coordination and face to face delivery,

The successful candidate will be responsible for engaging both our existing and new local partners to offer wide creative offering to our young people. You will have the opportunity to not only shape the creative arts programme for young people but in doing so, allow them to develop existing skills, identify new passions and explore how they can use these skills and passions to shape their future as they become young adults.

Not only will you design, develop, and deliver creative activities for young people you will also provide direct line management support, coaching, and development for an energetic, enthused and skilled team of sessional youth workers

You will be responsible for overseeing sessions within the Arts, Media and Makerspace areas, maintaining a safe, well-organised and welcoming environment, managing equipment and resources, and ensuring activities are delivered to a high standard.

WHAT WILL I BE DOING?

- Planning, coordinating and delivering a comprehensive creative arts programme for young people aged 8 to 19 (up to 25 for those with additional needs) at the Youth Zone which will enable them to build their confidence, social skills and overall wellbeing.
- Leading the creative arts team of sessional workers and volunteers to provide a first-class offer to young people.
- Ensuring that the creative arts programme is high quality, accessible and meets the needs of the young people, including those with additional needs and disabilities and young people who typically don't engage in creative arts.
- Ensuring that the creative arts programme contributes to the wider youth work agenda, supporting the development of young people.
- Motivating, encouraging and supporting young people to participate fully in creative arts.
- Ensuring all creative arts staff and volunteers are equipped with a range of resources and activities to engage, develop and inform young people.
- Identifying during sessions any relevant issues or areas of development for young people and ensure that these are targeted in the creative arts programme delivery.
- Maintaining a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the creative arts departments.
- Ensuring the creative arts delivery of the Youth Zone is safe and complies with Empower Youth Zones policies.
- Organising special creative arts events, challenges and projects on a regular basis.

- Supporting the Youth Zone promotional plan and work in the community to attract young people .
- Managing, inducting, training, supporting and developing a team full and part time creative arts workers and volunteers, working with the Training and Volunteer Manager and Youth Club Coordinators supporting CPD and opportunities for accredited and recorded learning.
- Monitoring recording and evaluating the creative arts programme and providing reports and information as required in order to ensure a consistently high-quality youth work provision and demonstrate the impact of the Youth Zone.
- Managing and monitoring the budget allocated to the creative arts programme effectively and efficiently.
- To seek to secure external funding to enhance the programme and build new relationships.
- Networking with local appropriate providers and other partner organisations to develop joint working programmes.
- In conjunction with other partners, identifying, supporting and developing talented young people.
- The role requires session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads on project night. This will be scheduled by your Line Manager and you will be assigned another member of staff to assist.

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can-do” attitude.
- Take personal responsibility for one's own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Empower Youth Zones and OnSide.
- Represent Empower Youth Zones positively and effectively in all dealings with internal colleagues and external partners.
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, equality, and diversity, to ensure all activities are accessible.
- Assist with any promotional activities and visits that take place at the Youth Zone.
- Actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Proven experience of working with young people aged 8 - 19 (up to 25 for those with additional needs) in creative arts activity settings	Essential	A & I
Extensive experience of delivering creative arts activities to young people in line with relevant guidance and good practice.	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Desirable	A & I
Experience of youth work	Desirable	A & I
Experience of managing a staff team (including volunteers)	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience working in partnership with external agencies	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Qualifications		
GCSE or equivalent literacy and numeracy	Essential	A
Activity or arts leadership/coaching qualifications	Essential	A
Qualification (or relevant experience) in a range of arts mediums (ideally two or more e.g. photography, performing or creative arts etc.) and delivering these to young people	Essential	A
A relevant qualification in the youth work	Desirable	A

Skills		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through arts	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to plan and deliver creative arts events, such as performances or exhibitions and occasions and celebrations for young people	Essential	A & I
Ability to coach and develop groups of young people	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team and lead a team	Essential	A & I
Knowledge		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Sound knowledge of arts qualifications and the quality standards expected for the successful delivery of accredited and non-accredited arts activities.	Essential	A & I
Knowledge of monitoring and evaluation within a creative art setting	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours	Essential	A & I
Enhanced DBS clearance and commitment to Safeguarding children	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
The ability and willingness to travel to events in the region and beyond	Essential	A & I

ADDITIONAL INFO

EEmpower Youth Zones is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of Empower Youth Zones and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how Empower Youth Zones process your data, please visit

www.empoweryouthzones.org/privacy-and-cookie-notice/



OUR VISION, MISSION & VALUES

OUR VISION

Children and Young People are inspired to lead healthy, happy, safe and successful lives.

OUR MISSION

To provide children and young people with somewhere safe to go, something positive to do and someone trusted to talk to.

OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do; inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.



EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, with a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zone and our local communities.



COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.