



Seen and Heard Coordinator Recruitment Pack

Overview

Reports to:	Director of Metroland Cultures
Responsible for:	Seen & Heard
Commencement date:	Immediately
Contract Type:	Freelance.
Fee:	£13,000 excl VAT, we anticipate the role will take at least 1 working day per week.
Timescale:	March - October 2021

About Metroland Cultures

Metroland Cultures safeguards the legacy of Brent's year as the Borough of Culture by building on the projects and relationships built over that year. It works in partnership with the community and Council to celebrate Brent's cultural heritage and grow its creative future. Through its programme it presents stories and artists to local, national and international audiences. Its education programme offers a programme to young people from Brent who want to work in the arts and the creative industries.

About Seen and Heard

Seen and Heard is a new campaign to change the face of public space - for and by young people. Young people rarely get a say in the design of London's public spaces and this project aims to change things for the better by giving young people a voice in the design and management of public space in their communities. Seen and Heard emerged from a 2019 project initiated by members of the Blueprint Collective, a network of over 150 young people brought together to help shape the Brent 2020 programme. The project explored urban public spaces in Brent, which are too often restrictive and dangerous - just as they are across London. Across a series of workshops with researchers from the London School of Economics and special guests from across a range of industries and disciplines, participants collaboratively designed a space for young people in the new Wembley Park development, whilst also creating a new Charter and set of local policy recommendations in the process. In October 2020 the group launched the Blueprint Charter and petition to support young people's demand to be Seen and Heard when designing public spaces.

Phase 1 of Seen and Heard was commissioned by Brent 2020, London Borough of Culture delivered by the Blueprint Collective with Brent Youth Parliament and the London School of Economics, funded by Quintain.

About the Seen and Heard Coordinator role

As the Seen and Heard Coordinator you will engage and support a group of young people from Brent to develop and deliver Phase 2 of the Seen and Heard programme - a series of self-initiated workshops, talks and events advocating for young people to have a meaningful voice in the design of their communities. Since the launch of the Blueprint Charter in October 2020, the group have been approached by developers, local authorities and cultural and community organisations, to advise them on how they can proactively and collaboratively involve young people in the design and planning process. The Seen and Heard Coordinator will work collaboratively with partners to build strategic relationships, in consultation with the young people, and support them to develop opportunities that amplify the core aims of the project. An interest and basic understanding of the planning system or built environment is required, alongside the ability to effectively offer support and guidance to a diverse group of young people aged 18-24, interested in having their say about how the city is built. This role will report to the Director of Metroland Cultures and will primarily be based at the Seen and Heard studio at Metroland Studio's in Kilburn.

Outputs for the tender

At the end of this contract, we would like this role to of delivered:

- A light touch programme of talks and workshops with the group. This could be concentrated around school/ university holiday time or spread across the delivery period
- Supported the group to attend (and attend with them) conferences and talks on the Seen Heard Charter and project
- A plan for the legacy of the Seen and Head project (phase 2), developed and co owned with the group in the form of a written plan and presentation
- Clear rationale of how the project will compliment the new Metroland creative programme and vision programme
- A proposal for partnership working with LSE Cities and other partners
- A budget and proposal for stage 2 which can be used for fundraising

Other relevant information

- The Seen and Heard group have use of a space in Metroland Studio that can be used as a studio for the group and can host workshops and meetings.
- An additional budget of £5,000 is available to support access to the workshops, and young people's time.

Duties and Responsibilities

Programme Delivery

- coordinate the development of the Seen and Heard programme with young people;
- programme ongoing workshops, talks, events, masterclasses and projects aimed at supporting young people, from low-income backgrounds and black and ethnic minority communities in Brent, to have a meaningful voice in the design of their communities;
- coordinate public talks and advocacy events to raise awareness of Seen and Heard's innovative project with young people amongst peers and across the sector;

Programme Administration

- act as the main point of contact for young people and maintain communication channels such as Whatapp and mailing lists;
- ensure projects and events are properly documented, are delivered within budget and that work is evaluated and reported in line with contractual and funding commitments;
- develop, manage and maintain new and existing partnerships with developers, local authorities and cultural and community organisations;
- ensure all of the projects for young people are open and accessible to all in-line with Metroland Cultures equal opportunities policy;
- support the development of future funding for the Seen and Heard programme, including contributing to funding bids and talking to funders and potential funders about the programme and its impact;
- work with the marketing team to develop effective publicity and outreach material for the Seen and Heard programme;
- research and develop new ways of publicising opportunities for young people, through local listings, events and community organisations, as well as the Metroland Cultures website and social media;
- act as a keyholder for the Seen and Heard studio and coordinate its use with young people.

Pastoral Care

- support individuals, encouraging young people to develop their self-awareness, confidence and independence;
- have regular conversations with young people, identifying issues affecting them and where targeted youth support is needed and facilitate referrals;

General Responsibilities

- take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- attend weekly staff meetings, report on relevant areas of work and disseminate information as required;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of Metroland Cultures at external professional events;
- have the ability to work evenings and weekends, for which TOIL (time of in lieu) will be given;
- operate in accordance with Metroland Cultures safeguarding, access and diversity, employment, health and safety, equal opportunities and other practices, policies and procedures;

Person Specification

Essential

- Experience in working with young people, preferably within an arts, cultural or academic context, with proven ability to engage diverse and under-represented audiences.
- Have an active interest and basic knowledge and understanding of the planning system, architecture or built environment.
- Knowledge of safeguarding.
- Experience in developing and delivering creative, engaging and inclusive activities, events, and projects co-created with young people.
- Ability to manage people, time and budgets.
- Committed to diversity and inclusion and a good understanding of the Equality Act.

Desirable

- Connection to or knowledge of Brent through either live, work or study.
- Knowledge and experience of working for and with Brent communities.

How to Apply

To apply please send a proposal in **one single PDF document** outlining the items below:

1. An approach to the workshops and programme for young people - 800 words Max
2. Proposal for indicative partner organisations/ Individuals to collaborate with across activism and planning- Max 400 words
3. A full budget including a breakdown of days
4. Examples of Past work and images if relevant outlining experience in planning, activism and working with young people - 800 words max
5. CV and Bio's for the individual or team applying

The deadline for applications is 12th February 2021.

Interviews will be held in the week beginning 22nd February on GoogleMeets Platform

To apply please send your completed application to team@metrolandcultures.com

For more information about Metroland Cultures please see www.brent2020.co.uk

Metroland Cultures is an Equal Opportunities and London Living Wage employer.
