

## **Wigtown Festival Company**

### **Job Description: Young People's Assistant**

#### **Salary**

- 1 Salary £9,282 based on working 28 hours per week. Contributory pension scheme, 14 days annual leave entitlement plus statutory public holidays.

#### **Tenure**

- 2 This part time (0.7 fte) post. The post is temporary - beginning July 2019 and ending on 31 March 2020.

#### **Relationships**

- 3 The Young People's Assistant will be responsible on a day to day basis to the Operational Director and through them is accountable to the Board of Trustees. They will also be required to work closely with the volunteer young people's planning team, Artistic Director and Cultural Producer to deliver against the company's business plan.

#### **Travel**

The post may involve travel on behalf of the company. The Company's office is based in Wigtown, Scotland.

#### **Background to the Post**

Founded in 1999 as part of a social regeneration project, Wigtown Book Festival is now one of the UK's best-established literary gatherings, featuring 300 events for all ages. The festival draws writers and members of its audience from far and wide, while continuing to pay attention to the rich history and culture of Dumfries & Galloway. Since Wigtown Festival Company became a charity in 2007, the festival has won two Thistle Awards, the Arts & Business Scotland Community Award, Scotland on Sunday's Best Cultural Event and a Creative Places Award. WFC is committed to delivering a year-round and region-wide programme. Our mission and vision can be found [here](#).

#### **Purpose of the Post**

- 4 Support for the company's portfolio of events for children and young people including: Big Wig - Wigtown Children's Festival; Education Programme; the young people's programme; and a year-round programme of activity. To provide support to the volunteer young people's project officers, to review opportunities for young people to engage and their personal development opportunities, to work closely with the Operational Director and other members of staff to develop Company events.

#### **Duties of the Post**

##### **Project Support**

- 5 To work closely with the young people's planning team, the Operational Director and the Artistic Director to support the planning and delivery of the Company's portfolio of activity for children and young people with particular responsibility for reviewing the structure of the young people's programme to improve the personal development opportunities for members and participants. The work will include: researching new publications for children and young people; writing letters of invitation; collating programme contents; supporting the marketing of activity for children and young people; liaising with schools, volunteers and authors; and reviewing the young people's programme.

## **Organisation**

- 6 Ensure that all your tasks are planned and prepared in a timely and efficient way to ensure maximum participation and benefit.
- 7 Liaise with the Operational Director and other members of the WFC team to ensure the appropriate infrastructure is in place for activities.
- 8 Liaise with the young people's planning team to ensure venue hosts and stewards are in place for young people's events.
- 9 Implementation of focus groups with the young people's team to develop a revised structure for their programme, including relevant training opportunities.
- 10 Supervise and support young people during activities as required.
- 11 Ensure that the appropriate information and documentation is provided for the Operational Director and recording action points at meetings you host.

## **Marketing and communication**

- 12 Support aspects of Company Marketing including: programme preparation, children's and young people's programme distribution, communication of educational opportunities to schools in Dumfries and Galloway.
- 13 Liaise with the Social Media and Marketing Officer to provide content for the appropriate sections of the Company website and social media channels.

## **Liaison with Staff and Volunteers**

- 14 Attend the weekly staff team meeting and liaise regularly with the Operational Director and other members of the WFC team.

## **Health and safety**

- 15 Be mindful of all health and safety issues for activities within your portfolio, including the preparation of risk assessments with the support of the Operational Director.

## **External Relations**

- 16 Promote positively at all times the work of the Wigtown Festival Company both internally and to key stakeholders, sponsors, participants, audiences and other involved groups
- 17 Represent the Company at external meetings as required.

## **General**

- 18 Undertake any reasonable additional tasks as may from time to time be requested by the Operational Director. If additional training is required to carry out such duties, this will be funded by the Company.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of five standard grades (or equivalent). Must include English.</li> <li>• Computer literate, a working knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal record of additional training courses attended.</li> <li>• Good grades in subjects relevant to the post.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working, volunteering or engaging in the arts.</li> <li>• Use of social media and communications platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children and young people.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• An enthusiasm for and knowledge of literature, especially writing for young people.</li> <li>• Good verbal and written communication and listening skills.</li> <li>• The ability to build good relationships and earn trust and respect.</li> <li>• Good organisation and planning skills with an ability to organise, plan and prioritise workload to meet deadlines.</li> <li>• The ability to relate to people from all backgrounds.</li> <li>• Initiative, enthusiasm and motivation.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Articulate.</li> <li>• Professional manner and appearance.</li> <li>• Flexible and motivated.</li> <li>• Good time management.</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity, flexibility and a personal ethos of continuous improvement</li> </ul>