



**Application Pack**  
**United Tracks (Youth Music)**  
**Coordinator**

Dear Applicant,

**Re: United Tracks (Youth Music) Coordinator**

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging.

Due to successfully gaining stability funding from Youth Music to deliver the United Tracks Project till April 2025, we are seeking a Coordinator for this project. The project will deliver to children and young people aged 11 to 25 years alongside support workers with specific reference to rural isolation and urban deprivation and include groups such as young carers, young people with disabilities, young people who are not in education and employment, as well as other targeted groups.

The right candidate will have experience of working within an informal environment, engaging with hard to reach and vulnerable young people in developmental opportunities to achieve positive change through community music. They will also have the ability to engage and work with a variety of community musicians and services (based on the needs and interests of young people, develop pathways for progression (in music or youth leadership) and develop the service. We are looking for a motivated, well organised and committed person with a passion and experience in supporting local children and young people and who enjoy learning new skills.

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact **Phil Dolphin** on 01642 756000 or via e mail **[Philip.dolphin@thejunctionfoundation.com](mailto:Philip.dolphin@thejunctionfoundation.com)**

Once you have completed your application please return to:

[recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com)

Or alternatively post to The Junction Foundation, Admin Team, Westfield Farm  
The Green, Dormanstown TS10 5NA, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Please note the deadline for the applications **9am 25<sup>th</sup> September 2023**

**Interviews to be held 3<sup>rd</sup> October 2023**

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major  
Chief Executive Office

## **Why work for The Junction?**

### **Pension**

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

### **Staff Wellbeing Programme**

Our staff Wellbeing Programme, provided through Simply Health, provides money back on health related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

### **Counselling Helpline**

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

### **Counselling Face-to-Face**

In addition to the helpline we provide access to 6 sessions of face to face counselling

### **Generous Holidays**

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

### **Loyalty Holiday Bonus**

We reward loyalty by offering colleagues 1 extra day holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

### **Staff Development**

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

## **Making a Difference**

By being part of an extra ordinary team, we work together to help transform the lives of local children, young people and families.

## **Within The Junction**

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

## Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

### Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

### Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do  Our workers are the key to building strong, positive relationships  Working in partnership to make change happen
We genuinely care	
We don't judge	
We empower	

### Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

### Personal Development

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.

**Job Title:** United Tracks (Youth Music) Coordinator

**Salary:** £29,744 Per annum Pro rata

**Hours:** 16 hours contracted per week initially.

**Contract Type:** Fixed Term – ending April 2025 (possible extension subject to funding)

**Responsible to:** Youth and Participation Lead/ nominated lead

**Accountable to:** Senior Leadership Team

### **JOB PURPOSE:**

- Responsible for the development and coordination of the Youth Music Fund B United Tracks Programme.
- To lead on Youth Music development within The Junction and delivery, including identifying suitable group opportunities, liaising with other services within and outside of The Junction, brokerage of community musicians and some direct delivery.
- To lead in reporting and development of the planning, delivery, evaluation and recording of activities and support for young people working within the principles and values of The Junction at all times.
- To develop and deliver progression routes for young people who wish to improve their musical progression or ability to support their peers.
- To develop and deliver opportunities for young people to undertake accredited learning; Arts Award Explore/Bronze.
- To support positive outcomes for children and young people including reporting on planning, evaluation and recording of activities including responding to the reporting requirements of Youth Music.

### **SUPPORT:**

- Support and supervision will be carried out by the Youth and Participation lead or a delegated member of staff.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Working with Children, young people and their families

- Devise, develop and deliver/commission creative practitioners to deliver workshops to young people in challenging circumstances outline within the grant agreement.
- Oversee the quality of community music provision, including direct delivery where appropriate.
- Manage contractual relationships with freelance practitioners as required.
- Develop and deliver appropriate youth leadership and progression routes working with wider partners in musical inclusion in Teesside.
  
- Identify individual goal-based action plans for all young people and appropriate targets around musical progression and collate information on progress gained analyzing the results with a focus on continuous improvement in outcomes for young people.
- To be prepared to work evenings and weekends in line with young people's availability.
- Establish and maintain positive relationships with young people, their families, external stakeholders and the wider community.
- Ensuring effective planning for the service including generating an annual plan, recording, monitoring, reporting & evaluating work with young people.
- Ensure the collection of relevant data and information to comply with Youth Music's reporting requirements.
- Raising awareness of the needs of young people and contribute to enabling them to have a voice including mechanisms that better inform service design (user survey, satisfaction surveys etc) and direct consultation.
- Identify issues and concerns facing young people and their families and respond appropriately.
- Ensure that young people engaged in the project are kept safe from harm at all times and utilise The Junctions Safeguarding and Health and Safety Policy and Procedures effectively, including acting as part of The Junctions Safeguarding Lead Practitioner Team.

- Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families.
- To develop, oversee and where appropriate deliver accredited learning opportunities, specifically Arts Award Explore/Bronze, including acting as or supporting others to act as the Arts Award Advisor; marking young people's portfolios and arranging moderations.

### Working in Teams

- Actively build The Junctions partnership network in South Tees including attendance at key meetings.
- To support the development of the service in line with The Junction strategic plans by taking an active part in team meetings and support, as well as working collaboratively with all colleagues and partner agencies.
- To contribute to the day to day administration & running of The Junction's projects & services including membership of The Junctions Management Team.
- Undertake other duties and responsibilities as required from time to time commensurate with the post.

### Working within The Junction's policy environment

- Demonstrate a commitment which promotes and values diversity and the equality of opportunity in relation to employees, workers, service users and the wider community, challenge the use of all discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
- Undertake all work in accordance with The Junctions policies and practice including Information Security, Health and Safety, Risk Management.
- Achieve that the highest standards of customer care are met at all times.



- Positively promote the welfare of children, young people and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility.

### Personal Development

- Be committed to your own personal development partaking in personal development opportunities and undertaking training, supervision and appraisal as required.

Person Specification	Essential	Desirable	Proposed Selection Method
<b>Qualifications and Training</b>			
A degree in a relevant field (or equivalent experience in community music settings)	X		A/I
Minimum level 3 in a relevant field		X	A/I
Demonstrable experience of Safeguarding training (or a commitment to undertake as soon as reasonably possible).	X		A/I
Additional qualifications and/or training in working with children and young people with specific identified needs.		X	A/I
<b>Experience</b>			
Experience of working with vulnerable and hard to reach children and young people	X		A/I
Significant demonstrable experience of working within a musical inclusion organisation, project or environment	x		
Experience in an informal environment	X		A/I
Experience of working directly with young people to achieve positive outcomes.		X	A/I
Experience of reporting to funders		X	
Experience of leading teams including line management, development and planning	X		A/I
Experience of planning, delivering and evaluating activities with children and young people	X		A/I
<b>Knowledge, Skills and Abilities</b>			
Knowledge of issues and barriers that young people and their families face	X		A/I
Ability to use IT to record report and analyse information and data sets to report on	X		A/I

progress, formulate reports and inform continuous improvement.			
Patience and tact to deal with a range of issues that may occur with individuals	X		A/I
Effective verbal and written communications	X		A/I
Good organisational skills	X		A
Ability and willingness to undertake further training and development	X		A/I
Ability to work with partner organisations from the public, private and voluntary sectors	X		A/I
Understanding of the risk and involved in working with vulnerable young people and their families	X		A /I
Ability to respond appropriately to safeguarding	X		A/I
<b>Work related circumstance</b>			
Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals	X		A/I
Ability to work out of standard working hours and flexibly to meet the needs of the service, children and young people	X		A/I
Ability to travel flexibly to meet the needs of the service with access to own transport	X		A/I
<b>Equal opportunities and Diversity</b>			
Commitment to pursue Equal Opportunity and Non-Discriminatory practice	X		A/I