



# 'THE AGENCY' (SOUTHAMPTON) - LEAD FACILITATOR

## Application Pack

### Energise Me

#### Our Purpose and Values

Energise Me is a charity that champions physical activity. We are working hard to make it easier for everyone to move more. Physical activity transforms lives. Our goal is to create a happier, healthier and stronger future for local people.

We tackle the things that prevent active lifestyles by being:

**Curious** about what stops people from being active.

**Open** to different ideas and perspectives.

**Creative** in how we do things and who we work with.

**Bold** in taking risks and speaking out about things that need to change.

### About The Agency

The Agency is a creative entrepreneurship programme enabling young people aged 15 to 25 from some of the most underserved areas in the UK to create social change projects based on the needs they identify in their own communities.

The programme began in 2013 in the UK through a partnership between Battersea Arts Centre (BAC), Contact and People's Palace Projects. Since the pilot year in 2013, it has had a significant impact not only on the young people who have taken part but also the organisations and communities that enable them to realise their ideas.

Having run successfully in London (BAC) and Manchester (Contact), The Agency launched in Southampton in 2021. We brought together arts, non-arts and community organisations across the City united in the vision of making a real difference to the lives of young people.

This is an exciting collaborative project that engages and empowers young people within Southampton to plan, structure and deliver their own projects. Using an arts-based methodology founded in Rio de Janeiro, Brazil, The Agency provides development opportunities for young people, helping them to launch ambitious projects and social enterprises that will positively impact their local area. It gives young people agency to affect real change in their own community. By developing their creative voice, The Agency encourages young people to think critically about their place in the world whilst sharing strategies to act upon their dreams for a better future.

## **Our Partners**

Energise Me is working in partnership with a wide range of cultural, youth and community organisations. These include YMCA, FutureU Coaching, Southampton National Park City (Young Place Makers Programme), Southampton Forward, City college, Voice fm, Theatre for life and Soco music

We are part of a national team led by Contact and Battersea Arts Centre who oversee delivery of The Agency across a growing number of places in the UK including Belfast and Chester.

# The Role

<b>Job title</b>	The Agency (Southampton) - Lead Facilitator
<b>Location</b>	Southampton
<b>Reports to</b>	The Agency (Southampton) - Project Manager
<b>Contract</b>	Freelance (September 2025 to May 2026)

## Purpose

Energise Me is seeking to appoint a freelance Lead Facilitator to play a key role in the planning, delivery and evaluation of The Agency (Southampton). This is a role where you can make a real difference to the lives of young people. You will be fully trained in delivering The Agency methodology and will work alongside the Assistant Facilitator to devise and deliver practical workshops to inspire and empower local young people.

## Role description

### *General*

- Be available for a 3-day training camp in Manchester 20-22 August 2025.
- Be an advocate for The Agency and support promotion and publicity of the project.
- Represent the vision of The Agency and make relationships with local community members, organisations and businesses to enable young people to realise their ideas.
- Support the interviewing of young people wanting to take part in the project.
- Plan, deliver and evaluate weekly Agency sessions, in line with The Agency methodology.
- Create a welcoming, inclusive and inspiring environment in which to deliver workshops with young people where participants feel safe, supported and able to do their best.
- Manage the Assistant Facilitator during sessions and support The Agency Project Manager in their line management of this post..
- Ensure safeguarding, health and safety, dignity and respect, and equal opportunities are in line with Energise Me's policies and procedures.
- Attend regular meetings with The Agency Project Manager, Assistant Facilitator and wider Agency team.
- Attend fortnightly online meetings (Wednesday afternoons) with other facilitators from The Agency UK network.
- Feed into the evaluation of The Agency to help assess the impact of the project.
- Ensure that, in the event you are either sick or unable to attend any of the specified dates either on this contract or ones that will be agreed at a later date, you take responsibility for letting the relevant parties know and preparing the Peer Mentor appropriately for the session.

#### *Cycle 1 (10 weeks):*

- Lead in the planning, delivery and evaluation of the weekly Agency sessions with up to 20 people aged 15-25 years, in line with The Agency methodology.
- Work closely with the Assistant Facilitator to creatively plan the sessions.
- Ensure The Agency participants are trained robustly using The Agency methodology providing them with the relevant tools so that they are fully prepared to pitch a panel of experts in December..
- Empower the young people to support them to develop their ideas within the methodology of The Agency..
- Respond to the specific needs of each young person's project offering support and guidance.
- Provide pastoral support to the young people taking part in The Agency.
- Assist in carrying out baseline project monitoring and progress tracking.

#### *Cycle 2 (18 weeks):*

- Work with one young person or a group of young people (Agents) to realise their successfully pitched project(s).
- Creatively produce their project by supporting them to identify networks to connect with and set up and attend meetings, where appropriate.
- Guide Agents in identifying future funding opportunities and methods of sustainability for the projects and their development.
- Encourage and support the agents to work more autonomously and ensure they have the skills to complete further projects independently.
- Oversee all planning and budget documents for the Agent's projects.
- Ensure all projects are fully documented.
- Provide feedback to enable the Agents to grow.
- Work closely with the Project Manager and Assistant Facilitator to ensure Cycle 2 aims are met and discuss any concerns that arise regarding additional support needs.
- Continue to support The Agency project evaluation.

# Person Specification

We are looking for a freelance artist and experienced facilitator with a track record of working with young people from disadvantaged areas, a desire to affect change in local communities, the ability to run practical workshops and, ideally, creative producing skills. The Lead Facilitator must be able to organise their time and resources effectively to plan and lead delivery of The Agency's weekly sessions, supporting the evaluative process and wider aims of the project.

The Lead Facilitator should be able to demonstrate the following experience and qualities:

- An artistic practice that can be applied to The Agency methodology to create engaging workshops.
- Experience of leading and delivering arts based, community workshops in an applied art setting (e.g. applied theatre, poetry, writing, dance, etc).
- Excellent knowledge of good safeguarding practice and experience of creating a safe and welcoming environment for young people.
- Passion for empowering young people to engender change in their lives and wider community.
- Desire to affect social change within underserved communities.
- Confident communicator with the ability to relate to a wide range of people and to build relationships in a community setting.
- An understanding of the challenges facing young people today.
- Ability to problem solve and develop creative solutions to challenge.
- Proven track record of being committed and reliable when working with young people.
- Ability to support young people's learning.
- Experience of working with and facilitating young people.
- Experience in or enthusiasm for drama, acting or theatre.
- Experience of supporting project evaluation.
- Familiarity with Southampton.
- An up to date enhanced DBS disclosure or willingness to complete an enhanced DBS check.

## Desirable

- Experience in or enthusiasm for other applied creative arts (in any medium).
- Experience of creative producing
- Experience of entrepreneurship

## Terms and Conditions

Contract period:	August 2025 - May 2026 Cycle 1: 10 weeks (September - December) Cycle 2: 18 weeks (January - May) Cycle 3: Ad hoc (May - June)
Training dates/location:	20-22 August 2025, Manchester
Project delivery dates:	September 2025 - May 2026
Weekly session times:	Cycle 1: Saturdays (10am - 6pm) and Tuesdays (4pm - 8pm) Cycle 2: Saturdays (10:30am - 5:30pm and Tuesdays (4:30pm - 8pm)
Pay rates:	<p>Delivery - 28 weeks (2 sessions per week): Cycle 1 - weekly delivery x 8 hours @ £30 per hour / planning x 5 hours @ £20 per hour = £340 x 10 weeks = £3,400</p> <p>Cycle 2 - weekly delivery x 8 hours @ £30 per hour / planning x 3.5 hours @ £20 per hour = £310 x 18 weeks = £5,580</p> <p>Additional planning: Cycle 1: 6 hours @ £20 per hour = £120 Cycle 2: 4 hours @ £20 per hour = £80</p> <p>August training - 3 days @ £140 per day = £420</p> <p>Total = £9,400</p> <p>Some additional fortnightly training hours TBC</p>
Payment terms:	Fees will be payable at the end of each calendar month within 14 days of the submission of an invoice. All fees are inclusive of any VAT applicable. Freelancers are responsible for their own tax and NI contributions.

## Equal opportunities

We encourage applications from all parts of the community.

Energise Me is committed to equality of opportunity and access for all and welcomes and encourages applications from everyone, irrespective of their age, gender, class, marital status, nationality, ethnic origin, disability, religious belief or sexual orientation.

## How to apply

To apply for The Agency Lead Facilitator position, please submit your CV and a supporting statement **or** a short video telling us why you're interested in this opportunity and demonstrating that you clearly meet the requirements of the role and possess the experience, knowledge and attributes we're looking for.

**Submission of applications via email to:** [recruitment@energiseme.org](mailto:recruitment@energiseme.org)

**Closing date for applications:** Wednesday 2nd July 2025

For an informal chat about the role and the programme, please contact Nik Tubbs, The Agency (Southampton) Project Manager: 07355035501 or [nik.tubbs@energiseme.org](mailto:nik.tubbs@energiseme.org)

## What happens next?

In early July, we will run a two-stage selection. We will hold interviews on Wednesday 9th July, and then invite a shortlist of candidates to Southampton to run a small practical workshop with some of our Agents.

Due to the anticipated volume of applications we will only be able to contact you if we can offer you an interview. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

## Pre-employment checks

This role will be subject to a satisfactory disclosure from the Disclosure and Barring Service (Enhanced DBS check).

## Further background

For more information about Energise Me and/or The Agency, please visit:

The Agency website

<https://wearetheagency.co/southampton>

The Agency Southampton - Our Story So Far

<https://youtu.be/aWctr4hCtJ4?si=BTEbVCDRYyz74k1t>

The Agency – 2024 Report

<https://www.energiseme.org/wp-content/uploads/2024/06/The-Agency-Southampton-2024-Impact-Report-Final.pdf>

Agency Southampton Community Research

<https://drive.google.com/file/d/11QOqdw7DfcTG56qkd8FyfyRwWQBH7hRh/view>