



# THE AGENCY (SOUTHAMPTON) – PROJECT MANAGER 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.



We are part of a national network led by BAC and Contact 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) - Project Manager
<b>Salary</b>	£17,400 per annum (£29,000 per annum, pro rata; pay award pending)
<b>Location</b>	Southampton, plus some time spent at the Energise Me offices (1st Floor, Westgate Chambers, Staple Gardens, Winchester, SO23 8SR)
<b>Reports to</b>	Head of Place-based Development, Energise Me
<b>Contract</b>	Part-time (3 days per week; 21 hours per week) Fixed term (2 years, with potential for future extension)
<b>Start date</b>	June/July 2023

## Main Duties and Responsibilities

### *Partnerships*

- Develop and maintain successful partnerships with organisations and individuals from across the community including voluntary, public and community organisations, schools, youth clubs and arts organisations that will support the work of The Agency (Southampton).
- Sit on the Southampton Cultural Education Partnership group to update the group on The Agency and keep abreast of cultural developments in the city.
- Build relationships, partnerships and networks with relevant businesses, organisations and funders to support and develop Agents' projects.
- Maintain a strong relationship with The Agency National Programme Manager and other relevant national organisations through regular meetings and communication to ensure that The Agency (Southampton) links clearly to the national programme.

### *Fundraising & budget management*

- Manage The Agency (Southampton) programme budget ensuring that it remains on budget, tracking and managing expenditure.
- Ensure that regular reports (including financial reports) are completed and shared with Energise Me's Head of Place-based Development and Trustees, plus any additional funders as necessary.
- Work on behalf of Energise Me and with other relevant organisations to seek and apply for funding to extend the impact and legacy of The Agency.

### *Project Management*

- Oversee day to day management of The Agency (Southampton) and work closely in conjunction with the Head of Place-based Development.
- Deliver confident and comprehensive coordination, relationship building and evaluation skills for the effective delivery of The Agency (Southampton).
- Ensure the provision of resources for projects, such as space, equipment and materials are provided.

- Implement and refine the recruitment strategy to recruit and retain The Agency (Southampton) participants working with youth organisations, community groups and the voluntary sector.
- Play a lead role in the delivery of The Agency (Southampton) by working closely with the Lead Facilitator and Assistant Facilitator in the development and delivery of sessions.
- 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.
- Work alongside the Lead Facilitator and Assistant Facilitator to ensure that the pastoral needs of the young people are met.
- Line Manage The Agency (Southampton) facilitation team including Lead Facilitator(s) and Assistant Facilitator(s) and Producer.
- Work with the independent evaluator to monitor and evaluate The Agency (Southampton) in line with the evaluation framework.

#### *Administration and Communication*

- Ensure effective and comprehensive administrative systems are maintained and communication materials distributed.
- Utilise office systems to ensure thorough and accurate planning, record keeping, tracking and evaluation of projects is achieved.
- Organise marketing and publicity material for The Agency (Southampton), working with national Agency partners and Energise Me marketing team.

#### *Creative Development and Delivery*

- To create innovative and engaging outreach work to develop the project.
- Deliver outreach work in relation to The Agency project, targeting groups of young people from the engagement area(s) identified.
- Be forward thinking in generating and deploying new ways of reaching and working with a diverse range of young people.
- Support the wellbeing of the young people during the project.
- Take a leadership role in the delivery of workshops for young people, where necessary.
- Work collaboratively with The Agency (Southampton) facilitation team in developing new and exciting methods to engage young people within the workshops.

#### *General Responsibilities*

- To maintain knowledge and communication for the effective delivery of the project.
- Act within Energise Me's stated values and comply with our policies and procedures.
- Represent the organisation in a positive manner.

- Ensure that Safeguarding and Health and Safety (including Risk Assessment) policies are adhered to and concerns are raised in accordance with these policies.
- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information, ensuring compliance with data protection legislation.
- Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider.
- Undertake training and development as required by the role to deliver the tasks to a high standard (including The Agency Methodology Training in Manchester on 23-25 August 2023).
- Keep up to date with developments within arts and youth culture.
- Be flexible in undertaking additional duties commensurate with the role as required.
- This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

#### *Additional Information*

- Energise Me is a Charitable Incorporated Organisation (CIO) formed in 2016.
- We are part of the Active Partnerships network. Our geographical area includes Hampshire, Isle of Wight, Portsmouth and Southampton.
- We have 18 employees and an annual turnover of c. £1.4 million. The charity is funded primarily by Sport England. The charity is governed by a Board of Trustees and is subject to SORP regulations and annual reporting to the Charity Commission and Sport England.
- We offer employees a friendly and supportive working environment, 25 days of annual leave (increasing by 1 day a year for each year of service up to a max of 28 days; pro rata for part-time contracts), 1-2 volunteering days per year and other staff benefits (e.g. pension).
- Probation period: 3-6 months, followed by a review by the Head of Place-based Development.

#### *Learning and Development*

We will help our ideal candidate to learn and grow from day one with:

- An induction to help you get to know Energise Me and our work.
- A learning and development plan to help you deliver impact.
- Access to webinars and training.
- Opportunities to work across the team on a wide range of projects.
- Two volunteering days to learn by doing out in our communities.



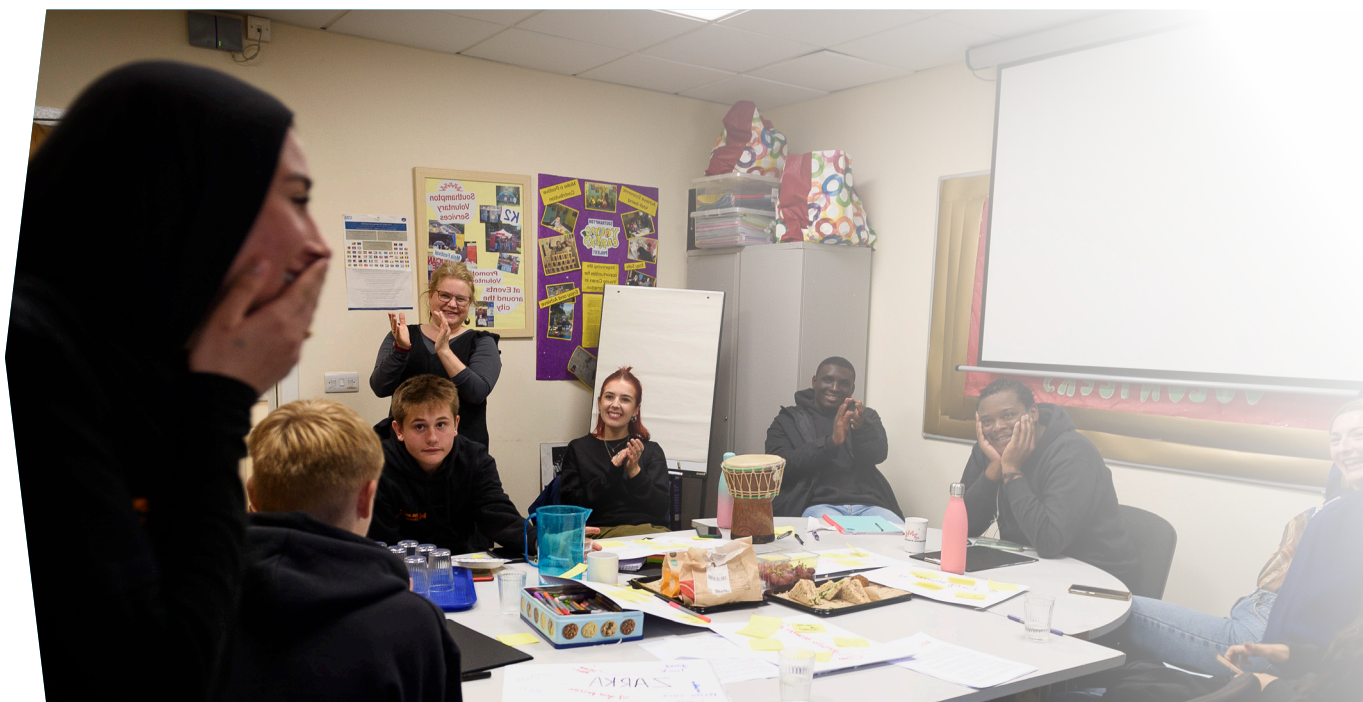
### *Working Conditions*

- Manual Handling: Objects up to 10kg, less than daily requirement.
- Display Screen Equipment: Laptop.
- Outdoor work.
- The role is based primarily in the Southampton locality where The Agency (Southampton) is being delivered but with a requirement to spend some time in the Energise Me office (currently in Winchester). Some travel to attend meetings and training regionally and nationally will be required.

### *Pre-employment Checks*

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

You will be asked to provide two references and to complete a Pre-Employment Health Questionnaire. The health questionnaire is confidential and will be screened to ensure you are medically fit for this role before the position is formally offered.



# Person Specification

DESCRIPTION	CRITERIA	
	Essential	Desirable
<b>Experience</b>	<p>A minimum of three years project management experience of participatory arts projects.</p> <p>Experience of delivering creative participatory projects in community settings.</p> <p>Experience of working with young people who may have complex needs or challenging behaviour.</p> <p>Experience of providing pastoral care and support to young people.</p> <p>Experience of working with culturally diverse communities and an understanding of successful approaches to this work.</p> <p>Experience of and enthusiasm for engaging young people through outreach work.</p> <p>Experience of creating a safe and welcoming environment for young people.</p>	<p>An enthusiasm for and experience in working with young people from a range of backgrounds and cultures.</p>
<b>Knowledge</b>	<p>Strong organisational skills and ability to manage complex budgets.</p> <p>Skilled in facilitating workshops and sessions with young people.</p> <p>Strong written skills and ability to write project plans, reports and evaluations.</p> <p>Ability to work under pressure, sometimes unsupervised and under your own initiative.</p> <p>Excellent knowledge of adhering to good safeguarding practice.</p> <p>Familiarity with Southampton.</p>	<p>Versatile communication skills and ability to work with a range of young people, staff, artists, organisations, community groups and visiting companies.</p> <p>Proficient IT skills including Microsoft Office software, social media, internet &amp; email.</p>

DESCRIPTION	CRITERIA	
	Essential	Desirable
<b>Personal attributes</b>	<p>Enthusiasm for delivering a variety of exciting arts and cultural activities for young people aged 15-25 years old.</p> <p>An understanding and vision of how arts activities can provide positive benefits for young people with different needs and abilities.</p> <p>Ability to operate collaboratively and with diplomacy, tact and empathy with young people, colleagues and a range of stakeholders.</p> <p>Passion for effecting change in underserved communities.</p> <p>Availability to work evenings and weekends, particularly on Saturdays and a Tuesday evening.</p>	<p>Willingness to represent The Agency and speak at events regionally and nationally.</p>
<b>Values</b>	<p>Ability to demonstrate an understanding of and connection with our values:</p> <p><b>Curious</b> about what stops people from being active.</p> <p><b>Open</b> to different ideas and perspectives.</p> <p><b>Creative</b> in how we do things and who we work with.</p> <p><b>Bold</b> in taking risks and speaking out about things that need to change.</p>	



## **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 this role, you will need to complete a short application via our online recruitment platform, Applied.

You will need to answer a small number of questions that relate to the job description and person specification.

These are designed to test your ability to do the job rather than your experience.

Your answers will be anonymously reviewed by three people to ensure fairness.

For an informal chat about the role and the programme, please contact Penny Woods, Head of Place-based Development: 07540 238 139 / penny.woods@energiseme.org

**Closing date for applications: Monday 5th June 2023, 21:00**

## **What happens next?**

We will invite shortlisted applicants for an interview. Interviews will take place in person in Southampton in June 2023 (likely to be either 16th, 21st or 23rd)

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.

## **Further background**

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

[The Agency website](#)

[The Agency - Our Story So Far](#)

[Energise Me website](#)

[Energise Me Moving Communities Impact Report 2021-22](#)