

BRIDPORT 2024 FREELANCE OPPORTUNITY

Role Title: Bridport 2024, Town of Culture Senior Mentor / Young People Facilitator

Responsible to: Bridport Art Centre (BAC) Director, and indirectly to Bridport Town Council (BTC) Community Projects Manager

Contract terms: Fixed-term freelance contract, covering June 2024 – January 2025 inclusive circa. 32 days flexible (the Senior Mentor is responsible for managing their own time and will be assessed against the key deliverables)

Contract Fee: £4,800 (£600 payable monthly on receipt of invoice)

Expenses provided with advance agreement and in line with BAC financial standing orders

Main function of the Senior Mentor role

To coordinate the Young People Skills and Leadership Development Programme of work for Bridport 24 - Town of Culture (ToC) prioritising the key deliverables. The ToC Senior Mentor will provide regular updates on progress toward the key deliverables to the ToC Producer and will also work closely with the BAC Director to ensure the activity plans for ToC align with BAC's own activity plans.

Key Deliverables

- Create TEAM TOC x12-15 young adults (18-25 years) from across the town, acting as ToC's Young People ambassador, supported by Lead Mentor, who will provide up to x10 1:1 coaching and guidance sessions.
- Deliver a 6-month ToC Young People Skills and Leadership Development programme, to run from July – December 2024, developed in collaboration with young people and cultural organisations in both the community and professional sectors. The programme must include various scenario plans, which reflect the budget contingencies.
- Liaise with established creative mentors to create a mentoring programme, matching members of TEAM TOC with established creative mentors.
- Design a skills audit for the members of TEAM TOC and use outcomes to shape all the elements of the Young People Skills and Leadership Development programme and share outcomes with community organisations to develop a network of opportunities.
- Coordinate a bespoke training programme including >4 relevant talks and/or seminars, which must include training in Environmental Sustainability and Equality, Diversity, Inclusion/Anti Racism for TEAM TOC to develop their skills and knowledge.
- Create a plan of activities, including real-life learning opportunities and 'briefs' for TEAM TOC in partnership with existing festivals and organisations
- Create a 'commitment contract' with TEAM TOC members to define their roles and stakeholder expectation as part of the ToC programme.

- Maintain a detailed ToC budget, including various contingency plans to reflect fundraising outcomes in partnership with ToC Producer
- Liaise with ToC Producer to ensure a public facing marketing and communication plan to promote the Young People programme and activities
- Support delivery of Arts Award for any young person wishing to achieve this

The Senior Mentor will also:

- Maintain good records of meetings and communications with ToC Producer
- Ensure inclusivity and accessibility, and that the Young People who make up TEAM TOC are safe, supported and enabled.
- Report any safeguarding concerns immediately to ToC Producer and BAC Director
- Ensure effective administration of the Young People programme, making plans with ToC Producer and BAC Director on the reporting requirements of external funders, and ensuring necessary evaluation methodologies are in place.

To apply for this role please send no more than 2 sides of A4 or a 2 minute max video saying why you'd like to do this, what your approach would be and what you believe you bring to the role by Friday 10 May to: Townofculture@bridport-arts.com

Interviews will be the afternoon of Wednesday 22 May in Bridport Arts Centre

Applicants need a good knowledge of West Dorset base



County of Culture is an initiative created by Arts Development Company. Bridport 2024 is funded by Dorset Council with match funding from Bridport Town Council.