



**Youth, Skills and Training Officer**

**Closing date for applications: 27<sup>th</sup> February 2025**

**Interviews to be held: 7<sup>th</sup> March 2025**

**Start date: March 2025**

**Fixed term till March 2026**

**Annual salary of £27,000**

37 hours per week worked flexibly Monday to Friday with occasional evenings and weekends Predominantly office (city centre).

25 days holiday, plus bank holidays

Contributory pension scheme with 5% employer contribution

Bradford district's year of culture is set to deliver more than 1,000 new performances and events, a series of major arts festivals and major national and international collaborations. We are committed to providing opportunities for young people across the Bradford district and already have several successful training programmes for young people running within the Bradford2025 team. We are proud to share that 1 in 6 of our staff are a young person and with Bradford being the youngest city in the UK, we are committed to providing as many opportunities as possible.

To help us continue to create exciting creative prospects for young people, we are seeking a Youth, Skills and Training Officer to work alongside our Youth, Skills and Training Manager to help organise and coordinate several creative careers and skills events across 2025.

Reporting to the Youth, Skills and Training Manager, you will help support and organise a range of events that encourage young people across the Bradford district and beyond to access arts and culture.

We're looking for a someone who is young person focused, with an excellent eye for detail and experience of working with projects and budgets.

**Key responsibilities:**

- To support the delivery of a year- long programme of creative career events for young people
- To support our Youth Panel and help coordinate experiences that help raise aspirations and encourage youth voice across the district
- To help deliver youth strands of our activity supported by The National Lottery Community Fund – regular community-level careers events; a creative careers festival; and a youth leadership conference
- To manage the project budgets, and report on these within agreed frameworks
- To develop a robust community of practice for the wider recruitment of apprentices throughout Bradford's, and West Yorkshire's, creative industries
- To work closely with relevant colleagues in Bradford's FE and Skills Sector, and at Bradford Metropolitan District Council (including SkillsHouse; Careers and Technical Education; and ChildFriendly Bradford

- To work with Engagement and Programme/ Producing teams to ensure join-up and complementarity across the BD25 programme
- To work with the volunteer and community co-producing teams to support different types of engagement in the programme
- To develop strategic partnerships that give reach and longevity to our work – creating long-term shift in practice far beyond 2025, and sustainable progression routes for young people
- To ensure that all activity has the correct Safeguarding and Risk Assessments in place
- To ensure that monitoring and evaluation collection systems are in place, that data and project information is collated in the correct place and is shared appropriately and is kept up to date
- To liaise with Digital team on digital support and content
- To attend and contribute to programme review, sharing events and meetings
- To uphold Bradford 2025's commitment to diversity, inclusion, and sustainability in all aspects of the role
- Any other duties and responsibilities appropriate to the role

**You will have:**

**Essential criteria:**

- Experience of working with young people, providing enriching experiences and opportunities to help support their individual development
- Experience of working with individuals to break down access barriers
- Experience and knowledge of creating opportunities for young people to shape projects
- Proven ability to collaborate with people from a wide variety of backgrounds
- Strong written and oral communication skills
- Good administrative skills with strong attention to detail and some proven track record of project planning and monitoring/ evaluation
- Strong working knowledge of IT – including spreadsheets and adaptable to working with new systems and processes
- Ability to work effectively under pressure and adapt to changing priorities in a busy, fast-moving environment
- Experience of monitoring / reporting against specific funding requirements
- Understanding of and commitment to safeguarding, safety, inclusion, diversity, and sustainability practices
- Strong team collaboration abilities
- Willingness to work some evenings and weekends if required

**Additional Assets:**

It would be great if you also have:

- Personal and/or professional knowledge of Bradford District
- Previously worked as part of a safeguarding team
- Experience in facilitation
- Experience of working in a similar role in the arts and culture sector/ education sector or Youth work

**Benefits include:**

- Annual salary up to £27,000 dependent upon previous experience
- 37 hours per week worked flexibly Monday to Friday, predominantly office based (City Centre location).
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

**We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

Bradford 2025 takes the safeguarding of children, young people and adults at risk seriously and is committed to processes of safer recruitment. This role may involve contact with children, young people and adults at risk and their personal data. We will require two references and for a basic DBS check to be carried out as part of the recruitment process.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.

**To apply for this role please send a copy of your CV along with a covering letter of no more than two sides of A4 to [recruitment@bradford2025.co.uk](mailto:recruitment@bradford2025.co.uk)**

**PLEASE NOTE:**

Your covering letter is an important part of your application. Please read through the ESSENTIAL CRITERIA (listed above) and ensure that your letter clearly sets out one or more examples of how you meet each of the essential criteria. Also, please do tell us if you have any of the ADDITIONAL ASSETS.