



Youth Board Coordinator GL4

About the organisation

GL4 is a community interest company based in Matson. We have three core strands of work, live events, Youth Participation and Community Engagement. We want to break down the barriers that people feel when they think of visiting the theatre. We believe creativity and the arts should be easily accessible to all.

We programme live events throughout the year transforming community spaces into creative spaces for the community to enjoy. We believe our community deserves the high-quality shows that tour over the UK on their doorstep. Our live events range from early years shows, large scale outdoor community events, to transforming spaces into Santa's grotto.

We run a youth participation programme across the Matson estate. This includes an after school dance provision in Robinswood Primary School for school years 3-6, two youth theatre groups at Matson Baptist Church for ages 7-11 and 12-16, and a recently formed after school circus provision in Moat Primary School for school years 3-6.

We aim to provide community engagement with every strand of our work. We also provide family and adult craft classes across the year.

About the youth board

GL4's youth board is being created to support young people in Matson, Robinswood and White City to shape and develop creative opportunities available to them. For people aged 14-19 years, the board will meet monthly and advise on GL4's program as well as put together at least one annual event for other young people in the area.

We want our youth board to work with other groups in the community and represent a wide range of youth voices.

About the role

We are looking for a confident and creative Youth Board Coordinator to plan, coordinate and ensure the smooth running of monthly Youth Board meetings and help develop Youth Board projects as required. They will work closely with, and be managed by, Katy Costigan, our Participation Producer who oversees our participation programme and currently leads on our youth projects.

The Youth Board Coordinator needs to be able to engage with young people and be excited by helping young people fulfil their potential. We're looking for someone who will help guide the Youth Board when making creative decisions about what activities and events they'd like to see in their community, as well as offering support as the Youth Board plans their own event.

A core aim of the Youth Board is to upskill and support young people to develop broader ambitions for themselves and their communities. As Youth Board Coordinator you will be responsible for helping to identify these skill gaps and nurture existing talent to help our members fulfill their potential.

We would like the post holder to be present at any events the Youth Board would like to put on and support young people engaging as audience or in other ways, for example as reviewers or front of house volunteers.

This post is offered on a short fixed term project basis for 9 months: March - November 2025

The Youth Board Coordinator will need to manage their time and split their responsibilities between meetings and some at home/office preparation. Evening and some weekend working will be required.

This role is offered as a Freelance Contract.

Fee: £3000 fixed fee - expectation of 16 hours per month on average over the course of the project

Contract: The post is initially offered on a short fixed term project basis until the end of November 2025 at which point the contract will be reviewed subject to funding.

In line with our Child Protection and Safeguarding Policy the successful candidate will be given a conditional offer, subject to references and a satisfactory DBS check. Please make us aware if you are a part of the update service.

Job Purpose and Responsibilities

To plan, coordinate and ensure the smooth running of monthly Youth Board meetings and help develop Youth Board projects as required. To work with GL4's Participation Producer to put into action the ideas and ambitions of the group. To support the young people on the Youth Board to put on events and activities and have creative input into the direction of the Youth Board. To create a welcoming, fun, stimulating and safe environment where young people will meet to engage with others and develop skills, ideas and aspirations for others in Matson

Specific Duties and Responsibilities

- To run and coordinate monthly meetings for the Youth Board
- To recruit young people to join the Youth Board
- To facilitate actions from Youth Board Meetings
- To book venues where Youth Board meetings will take place
- To support the young people of the Youth Board on putting on events and activities
- To coordinate with GL4 and other organisations to help make things happen in the Matson, Robinswood and White City ward
- To listen to the young people's ideas
- To increase GL4's profile in the community amongst young people within Matson Robinswood and White City
- To motivate young people in being passionate about their community
- To facilitate a positive, professional and creative atmosphere for young people taking part in the Youth Board
- To ensure Youth Board activities and events remain in budget by working with the GL4's Participation Producer
- To work with the Marketing Lead to create marketing materials- print and online- for any Youth Board activities and events
- To build mutually beneficial working relationships with schools, youth groups, community leaders and other partners
- To observe and implement GL4's policies and procedures including risk assessments, health and safety, child protection and safeguarding
- Any other responsibilities the role reasonably requires

General

- To work within GL4's policies, including Health & Safety, Child Protection and Equalities etc
- To participate in organisation meetings and events as required
- To attend relevant training as and when required
- To positively represent GL4 at events
- Any other duties appropriate to the post and organisation

Person Specification

Essential

- Previous experience working with young people
- Experience of coordinating workshops/meetings and an understanding of the requirements of participants in this setting
- Knowledge of Matson and the surrounding areas
- Is excited by supporting young people to fulfill their potential
- Proactive about making things happen in Matson and the surrounding area
- Ability to manage and prioritise own workload and work with efficiency and initiative
- Has an Enhanced DBS
- Ability to build positive, empathetic relationships with young people whilst maintaining a professional and appropriate role
- Must be aged 18+

Desirable

- Full clean driving licence
- From the Gloucestershire area
- Experience recruiting young people for projects

As per our Child Protection policy and Disclosure and Barring Service guidelines, the Youth Board Coordinator will undertake a DBS check if not already on the update service. Once a DBS check is received, we require the Youth Board Coordinator to sign up to the update service.

How to apply

GL4 encourages people from any background to apply for this post. We are committed to creating a team which is representative of the diverse communities we work with and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work. We particularly welcome applications from global majority candidates.

To apply, please submit

1. Your current up to date CV

2. A detailed cover letter that explains how you meet the person specification and your previous experience in line with the role responsibilities
3. Monitoring form

OR

You can send a video application

Please send your application to our Participation Producer, Katy via email at participation@gl4.org

Closing date is Friday 14th February 5pm

Shortlisting will take place between 17th-20th February

Interviews will take place WC 24th February

Start date in March TBC

Note: Once all applications have been reviewed, we will be in touch with you to let you know whether we'd like to invite you to the next stage of the application.