



Job Title: Project Worker – Creative Arts

Salary: £15.04 -15.64 per hour

Location: BLGC site and Community

Reports to: Head of Youth Service & Partnerships

Contract: Permanent

Hours: 21 hours across a 4 evening sessions a week

The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has ‘the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy’ (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,500 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community and a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork.

In 2024 BLGC became a certified Great Place to Work

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



Part of the
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Network





Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the difference.

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

About the role

This role will offer the opportunity to shape the creative arts projects ensuring the offer is diverse, engaging, and meets the current interests and needs of young people. You will design, develop and deliver creative arts sessions, projects, events and showcases, and seek out collaboration with partners to enrich the creative offer, develop young people's skills, and enhance engagement across the club. This is a delivery-focused role suited to someone who enjoys being visible in a busy youth club, connecting with young people, and supporting them through creative, practical activities and project.

You will be responsible for delivering projects at BLGC from initiation through to completion. You will ensure projects meet agreed outputs and outcomes, maintain accurate records, and report progress in a timely and professional manner.

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Main Responsibilities

Youth Engagement & Delivery

- Lead creative arts focused, structured sessions with different cohorts of young people across youth club sessions and projects supporting them to develop creative skills, confidence and self expression.
- Build positive, trusting relationships with young people through consistent engagement.
- Showcase achievements through case studies, celebration events and recognition of young people's progress and engage the wider community where appropriate.
- Ensure that the arts offer is diverse, inclusive, and responsive to the needs and interests of young people.
- Guide colleagues and young leaders involved in arts delivery.
- Actively engage young people who may be harder to reach
- Co-produce content for BLGC social media with young people.
- Actively seek out and develop partnerships for collaborative work across media, music, and performing arts.
- Provide support for session coordinator as required on safeguarding during sessions and on behaviour management, ensuring BLGC remains a welcoming, safe and inclusive environment for all young people.

Project Delivery

- Coordinate and deliver funded projects from start to finish, ensuring objectives are being met in line with project outputs, outcomes, and key performance indicators.
- Plan, prepare and evaluate sessions, adapting content to meet young people's needs.
- Maintain accurate and up-to-date project records, documentation, and evidence.
- Collect feedback and contribute to outcome reporting and evaluations as required by funders, managers and relevant stakeholders.
- Work collaboratively with colleagues to ensure projects are embedded within wider youth provision.

Operational Responsibilities

- Maintain full compliance with all organisational policies including safe working practices, Health & Safety, equality and diversity ensuring activities are safe, accessible and inclusive for all.
- Provide support across the wider Youth Club offer, including evenings, weekends, school holidays and occasional residential.
- Undertake training and professional development relevant to the role
- Undertake any other work requested by your line manager

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Who this role is for

This role would suit someone who:

- Comes from a creative arts, youth work or community background.
- Are confident leading groups of young people.
- Enjoys practical delivery rather than office-based work.
- Feels comfortable working evenings in lively youth settings.
- Wants to develop leadership skills while staying rooted in youth work practice.

Person Specification

Selection Criteria A=Application / I=Interview	Essential ✓	Desirable ✓	Method of Assessment ✓
Qualifications			
Relevant degree or qualification in a range of creative arts mediums		✓	A
Experience			
Minimum of two years' experience delivering Creative arts to young people aged 8-19 (25 with additional needs).	✓		A
Evidence of commitment and ability to engage and build positive relationships with young people.	✓		A/I
Experience of effectively responding to young people exhibiting behaviors of concern	✓		I
Experience monitoring and maintaining accurate project records and reporting on project outputs and outcomes		✓	A/I
Experience developing partnerships and working collaboratively		✓	I
Knowledge			
Understanding the challenges faced by young people and issues impacting their lives	✓		I
Understanding of Arts and the pathways available to young people to pursue interests	✓		I
Awareness of NYA Curriculum framework with specific focus on the arts, culture and heritage strand.		✓	I
Working knowledge safeguarding, risk assessment, and inclusive practice	✓		A/I

Understand the impact of trauma and adverse childhood experiences of children and young people	✓		A/I
Working knowledge of youth participation and the Lundy model		✓	A
Skills and Abilities			
Ability to plan, deliver, review, and evaluate projects	✓		A/I
Able to adapt and change working styles based on the young people's needs	✓		A/I
Ability to co-produce content for BLGC Social media with young people		✓	I
Ability to support young people to develop creative skills and self-expression	✓		A/I
Ability to plan and deliver creative arts events, such as performances or exhibitions	✓		A/I
Good planning and organisational skills and flexibility to adapt to circumstances		✓	A/I
Special Requirements			
A willingness to cover events, holidays and staff absence in the evenings and weekends	✓		I

In addition, we will need the following:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application for the selection process.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

Why join Team BLGC?

BLGC is a great place to work, we work hard, but we have fun! We change and save the lives of thousands upon thousands of children, young people and families. In addition, we also offer the following:

- Flexible working opportunities
- Generous leave benefits
- Contributory pension scheme
- On site gym
- Birthday leave
- Enhanced Compassionate Leave

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- Enhanced Maternity Pay

In 2024 Great Place To Work® recognised Bolton Lads and Girls Club on the following Best Workplaces Lists.



Company Culture at Bolton Lads and Girls Club

The employee experience below at Bolton Lads and Girls Club, compared to a typical company.

