


**OFFSET** projects

# ***PROJECT SPECIALIST APPLICATION PACK***

<b>Position title:</b>	<b>Project Specialist</b>
<b>Opportunity type:</b>	<b>Freelance</b>
<b>Working hours:</b>	<b>Varied including some evenings and weekends</b>
<b>Hourly rate:</b>	<b>£33 / £40 per hour*</b>
<b>Location:</b>	<b>Milton Keynes</b>
<b>Closing date:</b>	<b>Ongoing</b>

*\*Hourly rate increases to reflect the greater responsibilities held with managing a project and the supervision of other colleagues.*



## ***THANK YOU FOR YOUR INTEREST IN WORKING WITH US!***

Offset Projects is recruiting to grow our team of freelance Project Specialists. This role offers an exciting opportunity to work closely with young people under 25 and support the planning and facilitation of workshops and events.

We are accepting applications on a rolling basis with interviews being held in person at Offset Projects in Central Milton Keynes, scheduled at a mutually convenient time.

The application process is by CV accompanied by one of the following: a written statement (max 1 side of A4); or a voice recorded statement (max length 2 mins). Your application will be assessed against the role specification. Please ensure that you address this, giving details of your relevant skills and experience.

We ask that you also complete [an online recruitment monitoring form which can be accessed by clicking here](#). Completing this will help us to ensure that as an organisation we remain open and inclusive.

We welcome applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We also welcome interest from anyone who feels that their community is underrepresented in creative or 'mainstream' spaces.

We seek to ensure that at each stage of the recruitment and selection process we reduce any potential barriers faced by applicants. Please get in touch if, as an applicant, you need to discuss additional support to ensure equal access to employment opportunities. This pack is available in large format on our website.

We aim to be in touch with all applicants within three weeks of submitting your CV and personal statement. If you would like to contact us about the role, have questions, or would like to arrange an informal chat, please contact us at [hello@offsetprojects.org.uk](mailto:hello@offsetprojects.org.uk).



## ***ABOUT OFFSET PROJECTS***

Offset champions the agency, energy & ideas of under 25s. We're inspired by the activism, entrepreneurship, innovation, and imagination of under 25s. Their ideas are often muffled by adults' voices and we're changing that.

Offset Projects is a Community Interest Company based in Milton Keynes with a focus on the local, regional, and national perspectives of under 25s. We place a mix of young voices offering different perspectives, opinions and lived experiences at the heart of the organisation. They influence decision-making at all levels, including project delivery, governance, and recruitment.

Since launching in January 2021, we have:

- consulted 2,200+ young people
- facilitated 250+ hours of leadership & skills development support
- celebrated the work of 1,000+ young artists
- delivered 100+ Arts Award qualifications
- collaborated with 40 young leaders

We have a vibrant and dedicated following with demand for our projects continuing to grow.

## ***OUR PROGRAMMES***

We create sociable and imaginative opportunities for under 25s to explore their interests and topics important to them. We listen carefully, connect them with creative people and collaborate with them in creative environments to make interesting things happen. This usually happens as part of a team when they take part in the unique projects that we create. The outcomes of these projects amplify their thoughts, opinions, and ideas so that others can hear what really matters. Along the way, they grow skills, gain confidence, and make friendships. We also regularly host workshops and other live events.

## ***OUR TEAM***

Offset is co-directed by Victoria Gibb & Tara Page. We work collaboratively with individuals and organisations who share our passion for empowering under 25s. This includes exceptional freelance specialists, artists, and industry professionals who bring a wealth of experience and expertise to the mix whilst staying open to shared learning and collaboration. The strategic direction of Offset is determined by our Board, a diverse mix of individuals with different backgrounds, voices, knowledge, and perspectives.



# ***ROLE SPECIFICATION***

## **Role summary**

We're recruiting to grow our team of Project Specialists with a wide range of skills, experiences, and expertise in youth-led programmes. Project Specialists play a key role in supporting the implementation and coordination of Offset's work. This position involves working closely with young people under 25 to understand and act upon their interests; supporting with the creative and logistical planning and facilitation of workshops and events; and assisting in programme administration where required.

Project Specialists work on a casual, freelance basis and therefore must be able to travel to and from Offset Projects in Central Milton Keynes and other locations where required e.g., local schools or cultural venues.

Access to a personal laptop/PC is necessary for this role. Successful applicants must be able to provide evidence of a basic Disclosure and Barring Service (DBS) check as a minimum – evidence of more detailed checks will also be accepted. More detailed checks will be carried out by Offset Projects where required.



## **You'll have opportunities to:**

### **Collaborate**

Be part of programme delivery which responds directly to the needs and interests of under 25s. Working with Offset's Directors, other creative professionals, and under 25s you will have the opportunity to support the delivery and development of our work with young people. This includes facilitation of discussion based and practical workshops and events; supporting Offset participants at workshops and events by fostering a positive, collaborative, and engaging environment which values young voices; and assisting in the creation of programme materials e.g., presentations and content for communications.

### **Consult**

Ask, listen, and hear what young people are saying through working closely with the youth communities we collaborate with. Consultation is embedded in our programme delivery and wider engagement with youth communities.

### **Contribute**

Ensure our programmes are always effective and able to adapt to young people and their changing needs by capturing young people's feedback and opinions. Using appropriate methods of evaluation and by maintaining accurate programme records, gathering documentation, and gaining feedback from participants you will contribute to Offset's ongoing programme development and improvement.

### **Communicate**

Capture Offset's work by regularly documenting what happens on the ground. By documenting exciting content from sessions, you will contribute to the development of Offset's social media messaging and our public facing communications.





## **We are looking for individuals who can demonstrate:**

### **Experience**

We are looking for individuals who have experience of working with people under 25. You will have experience of effectively communicating and engaging diverse youth communities in ways which are empowering, creative, and inclusive.

### **Skill**

We need individuals who have excellent interpersonal, negotiation and problem-solving skills. The ability to work collaboratively in a team environment is essential. We're also looking for proficiency in Microsoft 365 and other relevant software, alongside a strong eye for detail. Good time management, organisational skills and the ability to oversee the coordination of programme logistics e.g., equipment hire, catering etc. is a necessity.

### **Flexibility**

Flexibility is an absolute must. For example, our work is about meeting young people on their terms which inevitably means our programmes include regular evening work and occasional weekends. It also means Project Specialists will be able to adapt in situ with an innate ability to respond to sessions as they unfold. They will be able to adapt their style of engagement dependent on who they are working with and change things up as necessary.

### **Knowledge**

You will be able to demonstrate a familiarity with the principals of co-collaboration, participation, person-centred learning, and youth-led programming. You will also understand the changing educational, social, and political landscapes and its varied effects on under 25s. Individuals must be familiar with basic safeguarding and know how to implement high standards of health and safety.\*

#### **Lead Specialist / Project Manager**

There may be opportunities whereby Project Specialists are asked to accept increased responsibility acting as lead specialist for a workshop or event and/or taking on the role of project manager for a specific project or piece of work. In both scenarios, additional responsibilities will include overseeing:

- the work of other Project Specialists
- safeguarding and health and safety responsibilities
- programme delivery and logistics.

**The opportunity to take on these roles will be agreed in advance and remunerated at an increased rate of £40 per hour.**

*\*Successful candidates will receive induction training that will include Offset Projects' safeguarding policies and guidance on safe working practices.*

## **PAY AND CONDITIONS**

- Prospective applicants are asked to supply the names and contact details for two referees at the point of application.
- In line with our Safer Recruitment policy, successful applicants are required to provide evidence of a basic DBS check. More detailed checks will also be accepted and/or carried out by Offset Projects where required.
- Project Specialists are expected to:
  - participate in training and professional development activities where required.
  - adhere to Offset Projects' full list of policies and procedures.
- Project Specialists are liable to make all tax and National Insurance payments to HMRC. A Unique Tax Reference must be provided.
- Hourly rate:
  - £33 per hour
  - £40 per hour - Lead Specialist / Project Manager\*

*\*Hourly rate increases to reflect the greater responsibilities held with managing a project and the supervision of other colleagues. NB. Lead Specialist / Project Managers must hold recent First Aid training.*

## **SAFE RECRUITMENT**

Due to the role's contact with children, this role is subject to a criminal records (DBS) check and the receipt of two references to determine:

- the candidate's suitability for working with children, young people and vulnerable adults
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and vulnerable adults
- the candidate's suitability for the post

By providing these references you agree for us to contact them as required and in line with Offset Projects' Safer Requirement policy. Applicants will also be asked to complete a self-disclosure form and will be given access to our Safer Recruitment policy and Safeguarding policy.

Short-listing of candidates will be against the role specification for the post and all successful applicants are required to provide:

- proof of identity
- proof of eligibility to work in the UK
- a basic DBS check as a minimum (more detailed checks will also be accepted and/or carried out by Offset Projects where required.)

## ***SUBMITTING YOUR APPLICATION***

Please submit your completed application to [hello@offsetprojects.org.uk](mailto:hello@offsetprojects.org.uk) including the reference 'Project Specialist Application' in the subject line.

Please ensure that you have included / completed:

- Your CV
- A written statement (max 1 side of A4) or a voice recorded statement (max length 2 mins).
- Two references\*
- Our online recruitment monitoring form – [please click here to access this.](#)

*\*By providing these references you agree for us to contact them as required and in line with our Safer Recruitment policy.*

