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WYSING ARTS CENTRE YOUNG PEOPLE'S PROGRAMME COORDINATOR (MATERNITY COVER)

RECRUITMENT PACK SEPTEMBER 2025



Babeworld FC Low Key Football Match as part of Queer Utopias festival, 2024. Photo: Nurbanu Asena.

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About Wysing Arts Centre

“Wysing was founded with a utopian vision to create space for artists to live and work. Today it is ... pioneering an experimental approach to artistic practice, learning & curating.” Louise Benson, Elephant Magazine.

Established in 1989, Wysing Arts Centre is a progressive organisation in a rural setting. We enable artists and publics to engage their imagination freely and take creative risks; we believe that everybody has the right to time and space for creativity, away from the distractions of daily life.

The site is ten miles from Cambridge city. It holds 20 subsidised studios, accommodation for up to 80 visiting artists annually, recording and ceramics studios, flexible space to experiment, present and learn, fields, woodland, and several outdoor outworks. Work made at Wysing is seen worldwide. Our ambitious, youth-led young people’s programme empowers future generations.

Wysing invites artists from across the world to stay and reflect on their practice without the pressure of producing new work: time spent without a plan can often be when the best new ideas emerge. We take a proactive, intersectional approach to equity and inclusion, and often support artists who have not been well supported by mainstream gallery and funding systems. Several artists who have spent time at Wysing have gone on to be Turner-prize or Paul Hamlyn Award winners. Some artists go on to be commissioned by Wysing to make artworks, music and performance; many participate in Wysing’s lively events.

Wysing engages people of all ages through artist-led workshops, events, online projects, gatherings and an alternative art school called *The Syllabus*. Our young people’s programme has a focus on reaching marginalized young people from rural areas; we partner with charities and services including the Kite Trust, Romsey Aspire, and Cambridgeshire Sensory Support Team to build programmes responsively. Our residency partnership with St Peter’s School, Huntingdon, engages over 500 young people annually through expansive sessions that build creative expression, confidence and critical thinking. Wysing’s Creative Youth Council hold decision-making powers in the organisation, and we are building towards a Young Trusteeship in 2026.

We are funded principally by Arts Council England through its National Portfolio scheme. Further funds are raised through Trusts, Foundations and via individual giving. Our new website and brand will launch later in 2025; in the meantime, more can be discovered about Wysing’s programme and history at wysingartscentre.org/ and wysingbroadcasts.art/



The Role: Overview

The Young People's Programme Coordinator (maternity cover) is part of Wysing's programme team and works alongside the Director and Curators supported by the Programme and Operations Assistant.

The purpose of the role is to devise and deliver a dynamic, relevant, integrated programme of activity that has imagination, learning, and creative co-production at the heart, with a particular focus on young people (our definition includes children) who have been marginalised, and who experience rural isolation. The post-holder will work closely with Wysing's network of artists as well as introducing new artists to the programme, to develop activity alongside partner organisations across the region, including in the youth and education sector.

We are looking to appoint someone who is motivated, collaborative and empathetic, driven by the potential to meaningfully impact the lives of young people.



Sahjan Kooner working with Wysing's Creative Youth Council as part of their joint residency between Wysing and Raspberry Pi Foundation, 2025. Photo: Michaela D'Agati.

Position: Young People's Programme Coordinator (maternity cover)

Working pattern: 4 days per week. Occasional evening and weekend working necessary (Wysing operates a TOIL system).

Location: Site based at Wysing in Bourn, but with some travel required around the Eastern region.

Salary: £30,000 pro rata.

Contract: Maternity Cover one-year fixed term.

Reporting to: Director.

Key Responsibilities

- Working within the resources of Wysing's team capacity, budget and site, develop, manage and co-ordinate the delivery and evaluation of Wysing's learning and participation programme. This includes Creative Youth Council, Young People's Festival and Summer School, year-round workshops and outreach programmes, as well as engagement with schools and higher education.
- Work with the wider Programme Team to develop and deliver opportunities for artists to co-produce work with young people.

- Manage and initiate partnerships, developing and seizing opportunities for meaningful collaboration and co-production, on and off site.
- Make active use of Wysing's resources including the recording studio, digital platforms, ceramics studio, fields and woodland.
- While working with the wider team, take the lead on ensuring that the programme is planned effectively, delivered on time and to budget.

Main Tasks

- Working collaboratively and transparently within Wysing's programme and operations teams, develop and deliver learning and participation programmes on and off site.
- Maintain existing / develop new partnerships with a wide range of groups and organisations to ensure access for young people who have been marginalised.
- Provide a safe, relevant and supportive environment for young people to access Wysing's programme.
- Develop and manage activity, and drive engagement for, Wysing's Creative Youth Council, empowering participants.
- Co-ordinate visits from schools and further education colleges and organise teachers' events to support learning and activity related to the National Curriculum and Arts Award.
- Support the development and delivery of Wysing's audience development and evaluation plan.
- Ensure that adequate documentation, evaluation and reporting for all children and young people's programmes is in place and used as a resource to provide feedback, shared with funders, partners and the wider team, taking improvements forward.
- Prepare risk assessments and participant sign-in information for all activity.
- Be the lead child protection officer for Wysing and review child protection procedures.
- Plan effectively, ensuring smooth delivery with Wysing's wider team, leading / attending meetings, communicating programme requirements and plans clearly and in a timely fashion.
- Lead on administrative tasks relevant to the area of work including accurate budget management and forecasting, and prompt payment processing.
- Lead on preparing and delivering contracts for partners, and freelance workers including artists and workshop leaders.
- Manage relevant areas of work delivered by colleagues in supporting roles including the Programme and Operations Assistant, volunteers and freelancers.
- Build new / maintain existing relationships with volunteers and freelancers.
- Represent the organisations to stakeholders and funders, leading and attending external meetings as required.
- Provide written content for funding bids, for Wysing's website and other marketing material.
- Key holding responsibilities.
- Work in accordance with Wysing Arts Centre's Health & Safety, Environment and Equal Opportunities Policies at all times.

Essential knowledge and experience

- Experience of working with children and young people in an arts or community environment.
- Experience of developing peer-led programmes with and for children and young people.
- Understanding of youth services, youth support networks and the education landscape.
- Experience of working directly with artists.
- Experience of monitoring and evaluating projects
- Experience of marketing and publicity of art events.

Essential skills and qualities

- Excellent project management, communication and advocacy skills.
- Excellent verbal and written communication and interpersonal skills.
- Experience of building effective partnerships.
- Excellent organisational skills and the ability to prioritise and work to deadlines.
- Ability to be creative and work within budgetary limits / effective budget management.
- Ability to work well with a wide range of people including negotiation skills and the ability to see a situation from all sides.
- Enthusiastic and committed to the arts with knowledge of contemporary visual arts practice.
- Confidence to develop ideas independently as well as part of a team.
- An understanding and empathy with the aims of Wysing Arts Centre and a commitment to developing new audiences for art.
- Good level of computer literacy.
- Flexible in working arrangements and able to work occasional evenings and weekends.
- Ability to represent the organisation to a wide range of stakeholders.

Desirable experience, skills and qualities

- Experience of coordinating a learning programme in a contemporary arts centre or museums environment.
- Full, clean driving license.
- Experience writing reports and applications to funding bodies.
- Good knowledge of the national curriculum.
- Experience of updating website content and marketing using social media.
- Full driving license & access to a car for work use.
- The post-holder will be subject to an enhanced DBS check.



New Block Commission launch, Alexis Parinas *There are So Many Seeds, So Many Stars*, with students of St Peter's School, Huntingdon, 2024.
Photo: Nurbanu Asena.



Alexi Marshall working with young people to create leaf stencils for her commissioned mural as part of Wysing's Creative Youth Festival, 2024. Photo: Nurbanu Asena.

Wysing's vision, mission, values and aims:

Vision: To cultivate the freewheeling imagination.

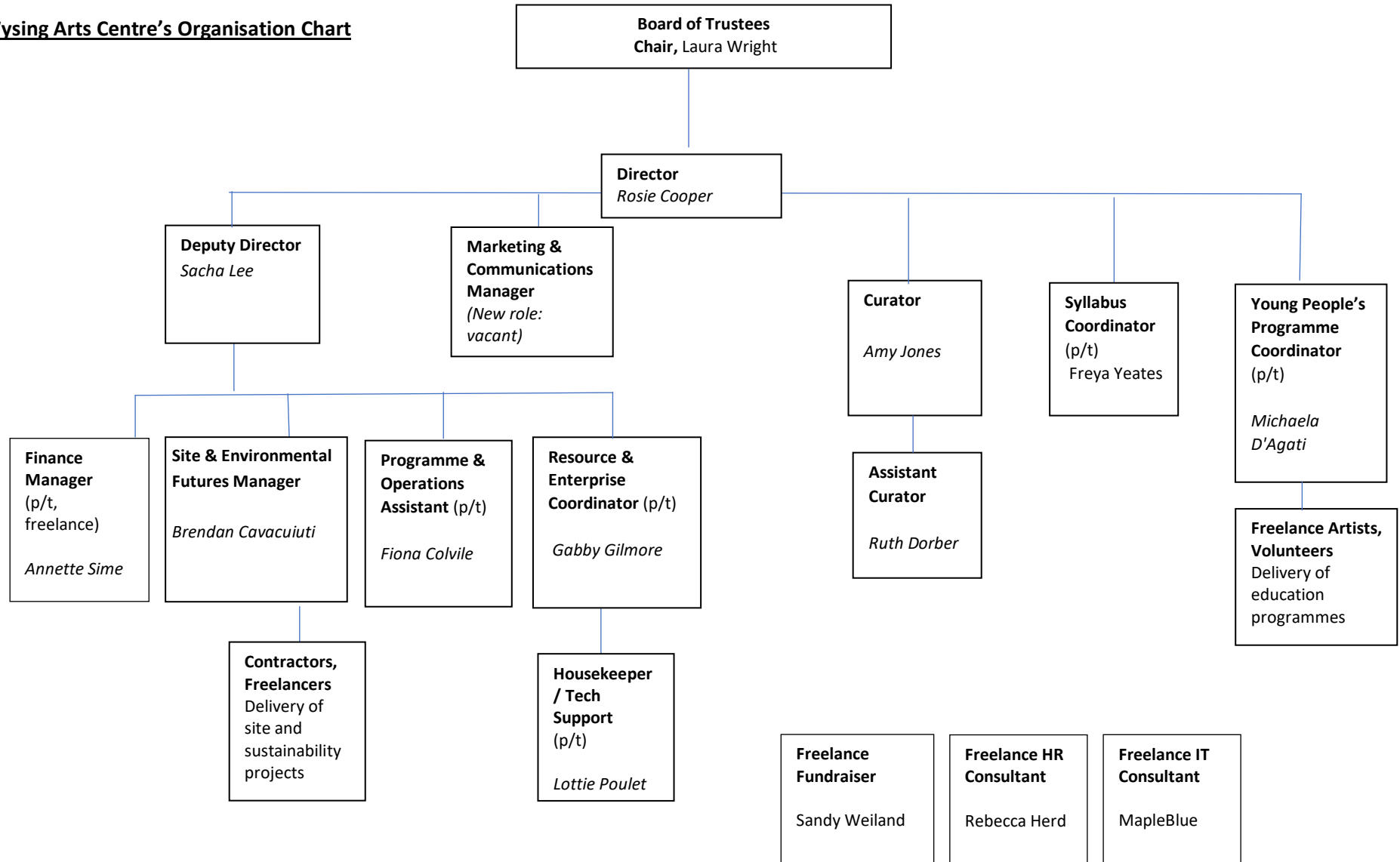
Mission:

Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

Values and Aims:

- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Creative and seize opportunity.
- **Attentive:** Listen to what people have to say, and respond effectively.
- **Transparent:** Build trust, and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.

Wysing Arts Centre's Organisation Chart



Recruitment Process:

The deadline for applications is **9am on Monday 29 September**.

Interviews are planned to take place on **Monday 6 October**.

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline. Please allow enough time to approach us with any questions or queries in using the Submittable website. We cannot accept applications after the deadline.

Applications can also be made in video or audio format if required. If you have any other access requirements that will enable you to make an application to us, please contact us.

We understand that you may decide to use AI tools to support your application, particularly for tasks such as improving clarity, or spelling. While this is acceptable, we encourage you to ensure that your submission genuinely reflect your own voice, experience and perspective. We value authenticity and are most interested in understanding who *you* are.

Please include:

1. Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
2. What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing.
3. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
4. Your contact details.
5. Contact details for two referees.
6. A short video of yourself (max. 2 minutes), introducing who you are, and what an exceptional young people's programme means to you. This short video is for us to get a sense of who you are – have fun with it!

Wysing's Director, Rosie Cooper, is available to have an informal conversation about the position. Please email rosie.cooper@wysingartscentre.org.

After we have reviewed applications, we will contact shortlisted applicants to join us for an interview and site visit. We expect that interviews will be held on **Monday 6 October 2022**, on site. Wysing reserves the right to amend this recruitment timeline.

Equity, Diversity and Inclusion:

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in the arts sector, and we're committed to doing what we can to correct this. We are particularly keen to receive applications from those who identify as global majority; d/Deaf or disabled people; people who identify as being LGBTQ+; people who have a mental health condition; and people who identify as working class now or in the past.

As a Disability Confident Leader, where possible and proportionate within the number of interview spaces available, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate if you identify as disabled in your application so that we can aim to ensure that we shortlist you for interview should you meet the minimum criteria.



Summer School with artist Niki Colclough, making drinks from foraged fruits, 2024. Photo: Michaela D'Agati.