

**Fee:** £13,680 (inclusive of all costs and VAT)

**Contract:** Freelance, for a period of 10 months from late March 2026 – January 2027

**Location:** In-person delivery in Stoke-on-Trent, with some flexible / remote working

**Hours:** 2 days per week, with flexibility aligned to project activity

Role Description	
<b>Job Title:</b>	Creative Youth Engagement Worker
<b>Reporting to:</b>	Learning & Participation Manager

<p><b>Vision, Mission, and Values</b></p> <p>All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.</p>
<p><b>Our Vision</b></p> <p>Making change through clay</p>
<p><b>Our Mission</b></p> <p>To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities</p>
<p><b>Our Values – The Way We Work</b></p> <ul style="list-style-type: none"> <li>▪ Bold</li> <li>▪ Accountable</li> <li>▪ Welcoming</li> <li>▪ Significant</li> <li>▪ Grounded</li> <li>▪ Inclusive</li> <li>▪ Connected</li> <li>▪ Collaborative</li> </ul>
<p><b>Role Purpose:</b></p> <p>The freelance Creative Youth Engagement Worker will recruit, support and mentor a group of twelve young people (aged 16–25) from across Stoke-on-Trent to take part in the Stoke 100: Our Time, Our Place, Our Heritage project.</p> <p>Working alongside Living Heritage Heroes, the Project Manager, and the wider project team, you will help the group explore Stoke-on-Trent's industrial ceramic hand-skills and co-create creative responses. The role will focus on empowering young participants, building confidence, and ensuring inclusive, accessible and inspiring engagement throughout the project.</p>

**Responsibilities:****Recruitment & Engagement**

- Recruit a diverse group of 12 young people, with a focus on those from underserved communities, low-engagement areas, and newly arrived communities.
- Build trust and sustained relationships to ensure continuity of participation.
- Work with project partners to reach target communities.

**Programme Delivery**

- Support and participate with the young people to take part in project research visits, workshops, creative sessions and public events.
- Facilitate and assist in intergenerational sessions with Living Heritage Heroes.
- Provide one-to-one and group support to meet access, inclusion and safeguarding needs.

**Creative Facilitation**

- Encourage youth-led decision-making and creative responses to heritage skills.
- Work with artists, ceramicists and heritage specialists to deliver hands-on sessions.
- Support participants in developing outputs for the Clay Manifesto, exhibition, zines, film and celebration event.

**Logistics & Administration**

- Coordinate participant travel, expenses and access support.
- Maintain attendance records and collect participant feedback.
- Liaise with venues and partners to ensure smooth delivery of sessions.

**Safeguarding & Inclusion**

- Ensure compliance with safeguarding policies, health & safety requirements, GDPR and the Equality Act.
- Anticipate and respond to the needs of participants with additional requirements.

**Partnership & Communication**

- Maintain positive relationships with project partners, schools, and community organisations to ensure smooth delivery of the project.
- Contribute to marketing and communications by providing stories, images and updates.

## Evaluation

- Work with the external evaluator to gather baseline and endline data on participant outcomes.
- Support young people to reflect on their experiences and articulate learning.

## General Requirements:

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this role description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment
- Undertake an enhanced DBS check

NB: This role description forms part of a freelance contract of the person appointed. It reflects the position at the present time only and may be changed in consultation with the contractor. As a general term of freelance contracting, BCB may propose and agree necessary changes in role content, or may request the contractor to undertake other duties, provided that such changes are appropriate to the freelance role and fee.

In accordance with BCB's Safeguarding procedures, this role requires an enhanced DBS check.

I confirm that I have read and accept the duties and responsibilities contained in this freelance role description

Name (Please print):

Signed:

Dated:

## Person Specification

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test

Qualifications	Essential	Desirable	Method of Assessment*
Good IT skills and confidence in using programmes such as Microsoft 365 - Word, Excel, Teams	*		A, I
Willing to undertake further professional training to keep informed of best practice		*	I

Experience	Essential	Desirable	Method of Assessment*
Experience of engaging and supporting young people (16–25), particularly those from disadvantaged backgrounds.	*		A, I
Strong interpersonal skills and the ability to build trust quickly.	*		A, I
Experience of facilitating creative or participatory sessions.	*		A, I
Ability to manage group dynamics and respond to individual needs sensitively.	*		A, I
Organised, with the ability to manage logistics and communication across partners	*		A, I
Flexible, adaptable and able to work evenings/weekends when required.	*		A, I
Knowledge of Stoke-on-Trent communities and local heritage.		*	A, I
Experience in arts, heritage or creative community projects.		*	A, I
Skills in ceramics or other creative media.	*		A, I
Experience of co-creation with young people	*		A, I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Ability to generate ideas for and put in place innovative learning and participation programmes	*		A, I
Understanding of formal education systems and processes	*		A, I
Excellent verbal and written communication skills. Able to engage others in an appropriate manner	*		I
Understanding of how to effectively engage children and young people in learning activities	*		I
Understanding of health and safety requirements	*		I
Able to work effectively and productively with a range of partners	*		I
Understanding of performance reporting (analytics) processes and evaluation uses	*		I
Understanding of UK GDPR, Data Protection, safeguarding and Equality Act regulations	*		I

Personal Attributes	Essential	Desirable	Method of Assessment*
Excellent interpersonal skills: able to present to and effectively engage and motivate others, especially children and young people	*		I
Able to work calmly and professionally under pressure	*		I
Team player: work efficiently and effectively with colleagues and associates	*		I
Appreciation of the need for equality of opportunity for all: able to adapt delivery and tailor approach to meet diverse needs.	*		I

Ability to use initiative, be proactive, work independently and take ownership of actions	*		I
Passion for learning, education and participation	*		I
Operates with integrity and honesty at all times	*		I
Strongly identifies with BCB's core values and able to champion them	*		I