

### **Project Producer (The Agency Bolton)**

**The Agency** is a national programme that aims to engage and empower young people within local communities to plan, structure and deliver their own creative projects. Using a methodology developed for working with young people living below the poverty line in Brazil, The Agency provides development opportunities for young people in the UK, helping them to launch social enterprises and ambitious projects that positively impact the local area. Having run successfully in London and Manchester since 2013, and other cultural centres since 2017, The Agency is now in its 10<sup>th</sup> Year of delivering in the UK. Bolton is the first town in the UK to deliver The Agency and is in its first year of delivery.

### **The Person Specification**

We are looking for someone who is confident and enthusiastic in working with young people aged 15-25 to support one of our Agents with the planning and delivery of their community project and the wider project aims. The mentor should be able to demonstrate the following experience and qualities;

- A passion for empowering young people to engender change in their lives and wider community;
- A desire to affect social change within hard to reach communities;
- Confidence with communicating with a range a different people and an ability to build relationships in a community setting;
- A desire to work with young people;
- An understanding of the challenges facing young people today;
- An ability to problem solve and develop creative solutions;
- A proven track record of being committed and reliable when working with young people;
- An ability to feed your system of learning into the project;
- Experience in working with local communities

### **The Role**

- As the mentor you will work with a young person/young people (The Agents) to realise their successfully pitched projects from Jan - May 2025
- You will help to identify networks for them to connect with and set up meetings where appropriate;
- Help to identify future funding opportunities and methods of sustainability for the projects and their development.
- Encourage and support the Agent/s to work more autonomously and ensure they have the skills to complete further projects independently;
- Support the agent/s with pastoral care needs where appropriate and inform the Agency Project Manager of any concerns
- Be aware of safeguarding young people and actively commit to the Octagon's Safeguarding policy
- Oversee all planning and budget documents for the Agents' projects;
- Be present at the Agents' meetings with Octagon staff and external stakeholders;

- Provide feedback and evaluation to enable the Agents to grow;
- Ensure all projects are fully documented;
- Work closely with the Project Manager and producing team to ensure the above are aims are met and to discuss any concerns that arise of additional support needed

<b>Contract period</b>	Week commencing 20 January - May 2025 Up to 16 weeks dependent on start date
<b>Project start</b>	Jan 2025
<b>Weekly sessions times</b>	<ul style="list-style-type: none"><li>• Saturdays 12 – 5pm (some Saturdays will start at 11am)</li><li>• Tuesdays 5 – 7pm</li></ul>
<b>Team meetings</b>	Wednesdays 3-5pm
<b>Additional info</b>	2 additional days for planning and evaluation
<b>Fee</b>	<b>Total Fee £5,150</b> £300 a week for up to 16 weeks + £175 per day for planning and evaluation

**To apply:** Please send your CV along with a short cover letter to [participation@octagonbolton.co.uk](mailto:participation@octagonbolton.co.uk) (with the subject line: The Agency Project Manager for Bolton) detailing why you are interested in the role and what skills and experience you think you can bring to the role. If you would like to chat to someone in our Creative Engagement about the role before applying, please feel free to request this via email.

**Deadline for applications:** Wednesday 8 January 2025 at 5pm

**Interviews:** Week commencing 13 January 2025