



Escape2Make Centre Manager

Freelance Contract

Key Information

Role: Centre Manager – Freelance Contract*

Reports to: Chief Executive Officer

Responsible for: Freelance youth workers/assistants

Rate of pay: £30,000 (£120/day)

Contract Start/end date: 1 year from July 2024 – covering 250 working days

Working hours/location: Flexible hours, depending on use of E2M Space. Typically, 2 evenings per week will be required to oversee Escape sessions. Work location expected to be in the E2M Space.

Type of contract: Freelance contract*

*NOTE: There may be the opportunity for this role to develop into employee capacity and continue beyond this initial contract – this is subject to confirmation from E2M’s Board.

Overview

Escape2Make work with young people (11-18) and businesses (including artists, artisans and creatives) in Lancaster and Morecambe to create inclusive, safe, welcoming, and free, workshops that build communication, life and social skills, promote entrepreneurship, and provide insight into future careers. We also achieve lasting benefit through opportunities for young people to apply this learning and work together to create events (e.g. festivals) that celebrate their talents, build connections with the wider community, and further develop their skills.

Currently Escape2Make run four regular (fortnightly) activities for young people: Press Club, Film Club, Craft Club and Bicycle Repair. A Youth Board, consisting of 12 young people, meet monthly to help guide the organisation. Escape2Make also run 1-2 large-scale projects per year: in March 2023 105 young people took part in 53 workshops leading to a Cabaret event; in December 2023 124 young people took part in 54 workshops leading to a Heritage Market Festival in partnership with Lancaster City Museums; and we are planning a Green Festival for Summer 2024, with 55 workshops leading to an event in Morecambe’s West End Gardens on Saturday 24th August 2024.

In 2024, Escape2Make will establish a dedicated space for young people in Lancaster. This will be a home for our activity and will allow us to provide a more informal, drop-in ‘Escape’ offer for young people. It will be a safe, creative, inclusive space for 11-18-year-olds from the Lancaster and Morecambe area to access without needing to pay. It will also house an E2M office, storage of E2M’s equipment, and



the potential to be rented by partner organisations when not being used for E2M activity (i.e. before 3pm on weekdays and on Sundays). The E2M Space will test E2M's concept for a new kind of creative, city centre, youth space, which we have plans to scale in the future.

Find out more about Escape2Make at <https://escape2make.org/>

Read about our plans to establish an E2M Space here: <https://escape2make.org/blog/building-futures-national-lottery/>

Role Schedule

As E2M establishes its first dedicated youth space in Lancaster, the **Centre Manager** is a crucial new role, ensuring the space is well-managed, overseeing its use by young people and partner organisations and supporting E2M as a whole in key marketing, administration and organisational tasks. They will manage delivery of E2M's new 'Escape' sessions, being the lead youth worker in the Space for these informal, drop-in sessions, initially for two evenings per week. They will work closely with E2M's core team – to oversee this exciting new phase in development, while upholding our charitable aims and commitment to supporting young people in the Lancaster and Morecambe area.

This role offers opportunities for professional growth and flexibility within a small, dynamic team. As a growing charity, Escape2Make values adaptability and encourages employees to take on diverse tasks to support organisational needs. The Centre Manager will have the opportunity to contribute to various aspects of the organisation's development, beyond the outlined responsibilities, fostering a collaborative and supportive work environment. Candidates should demonstrate initiative, a strong work ethic, a genuine passion for making a positive impact on the lives of young people and possess excellent troubleshooting skills to address any challenges that may arise.

This role will involve tasks in four key areas:

1) Managing the E2M Space

- The Centre Manager will be the 'front door' or face of the E2M Space – they will be the main point of contact for anything related to the space and will often be the person welcoming young people, facilitators, volunteers and partner organisations into the space;
- Initially helping to set up the E2M Space – this may involve sourcing furnishings, co-ordinating decoration, helping to design layout;
- Overseeing the day-to-day running of the E2M Space, including maintenance and upkeep, cleaning, security, access, equipment and materials;
- Coordinating use of the space between E2M activities and bookings from partner organisations and individuals, building and maintaining relationships with key partners;
- Managing the E2M Space schedule, ensuring it is not double-booked and that it is set-up appropriately for each activity;
- Managing the health and safety of the space and overseeing safeguarding within the space – ensuring enough appropriately trained adults are present at all sessions – they

will need to keep up to date with their own safeguarding training.

2) Overseeing activity in the E2M Space

- Managing a team of Youth Workers, Assistants and Volunteers supporting delivery of informal, drop-in 'Escape' sessions – the Centre Manager will act as the lead youth worker for the majority of these sessions, and is responsible for ensuring appropriate adults are present at each session and for finding replacements where needed;
- Managing communications with young people using the space – notifying them of any changes with bookings, organising reminders ahead of booked sessions, keeping E2M's website and social media updated with key information and changes;
- Part of E2M's Delivery Working Group, with Production Executive and trustees responsible for marketing and safeguarding;
- Co-ordinate, and potentially facilitate, E2M's monthly Youth Board meetings.

3) General company administration

- Managing E2M's insurance, making sure it covers all activity related to the E2M Space;
- Overseeing payments for anything related to the E2M Space and supporting with general organisational finance;
- Keeping E2M's website and CRM system up-to-date and managing any low-level issues;
- Administrate E2M's weekly team meetings, keeping notes and following up on actions as required;
- Overseeing GDPR for the organisation, managing online collection and storage of young people's data.

4) Promoting the organisation

- Overseeing promotion of activity related to the space on social media and E2M's website;
- Running marketing campaigns to promote use of the space, targeting potential partner organisations to rent space during the day, and young people to attend sessions, working with the Production Assistant and wider E2M team;
- Conducting outreach work to ensure young people from targeted groups are supported to access the space;
- Advertising sessions with low sign up to encourage use of the space and engagement with activities;
- Occasionally representing E2M at appropriate events, meetings, networks.

This is a key management role in a small, dynamic team, and it is to be expected that other tasks will need to be taken on to support the work done across the organisation where appropriate. The Centre Manager will work with their responsible manager, E2M's CEO, to ensure all tasks are manageable within their contracted time.

Role Requirements

We would expect candidates to evidence the following skills and experience:

- Extremely organised, efficient person with excellent time management skills
- A trained youth worker, ideally with a level 3 (or above) qualification
- Experience of administrative tasks and using appropriate tools, such as Microsoft Office 365 suite of tools, CRM systems and accounting tools such as Xero
- Experience of timetabling and managing schedules for themselves and others
- Experience of managing a space – this could be a venue, rentable workshop space, office, public building
- Experience of managing people – ideally some line management or similar leadership experience
- Experience of managing multiple partnerships with a variety of organisations
- An excellent, clear communicator – through in-person, spoken and online interactions
- Ability to be flexible, work on initiative and troubleshoot challenges that arise
- Marketing experience – promoting an organisation or offer on social media and through physical marketing campaigns
- Experience of overseeing safeguarding within an organisation working with young people, with relevant training including Designated Safeguarding Lead – or a willingness to undertake this training
- A passion for working with, supporting and empowering young people

How to apply

Please email a CV and covering letter, outlining how you meet the role requirements outlined above to j.natusch@escape2make.org

Please include details of two referees.

Deadline: Monday 1st July 2024, 9am

If you are shortlisted for the role, you will be invited to an interview on: Monday 8th or Wednesday 10th July. These will be conducted in person, in Lancaster, or online if required, and is likely to last 45 minutes – 1 hour. The interview will be an opportunity for you to ask questions about the role and have a structured conversation around how your experiences match the role schedule and requirements outlined above. A second interview, involving a member of E2M's Youth Board, may also be required.

If you would like an informal conversation about the role or the application process please contact Jenny Natusch, j.natusch@escape2make.org

At E2M we work with young people aged 11-18, but through our work we may also meet younger children and vulnerable adults. E2M is committed to the wellbeing and safety of all children, young

people and vulnerable adults who are under the organisation's care. It is the duty of all adults at the organisation (trustees, freelancers and facilitators, and volunteers) to safeguard the welfare of children and vulnerable adults by creating an environment that protects them from harm, ensuring policy and best practice guidelines are followed, including compliance with statutory requirements.

The successful candidate will be subject to an enhanced DBS check and satisfactory references.

Escape2Make is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender, sex or sexual orientation, marital or civil partner status, pregnancy or maternity, race, nationality, religion or belief. We recognise that many groups are underrepresented in the cultural and charity sectors and particularly welcome applications from people from ethnic minority backgrounds, who have a disability, or who are part of the LGBTQ+ community.

If you have any accessibility needs regarding this application process, such as requiring an audio description of the role, or needing to submit your application in an audio/video format, please get in touch to discuss this.

