

Key Information

Overview of Escape2Make

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

Role: Creative Communities Co-Ordinator

Reports to: CEO

Responsible for:

- Recruiting and managing volunteers for the organisation and exploring volunteering incentives to reward voluntary service
- Develop E2M's Young Leaders program, designing the structure and system to help engage 16-25 year olds with a qualification and work experience through voluntary contributions to the organisations production, marketing, governance or youth work
- Explore ways for E2M to deliver in different geographical areas, which may include fundraising to subsidise partnership work
- Build and manage relationships with other youth and arts organisations to promote healthy collaborations
- Attend networking events, fairs and festivals to represent Escape2Make
- Explore ways that E2M can work more accessibly and improve our offer for young people facing challenges
- Manage E2M's Connect activity – overseeing the planning and implementation of E2M bringing mobile workshops to different communities and areas. This includes actively promoting the offer and ensuring delivery is of high quality
- Ensure E2M activity includes Creative Community work, helping to reach young people from different areas and backgrounds, clearly signposting to our festivals and clubs
- Delivering school assemblies to aid in recruitment of young participants
- Attending necessary Rank Foundation events to ensure personal development milestones are being met and shared

Salary: £24,479 Annual Salary

Contract: Full-Time Employee (PAYE), 35 hours per week

Start date: 13th April 2026

Contract Length: 1 Year (March 2026 – March 2027)

Working Pattern: Typically Mon-Fri 9am – 5pm however, occasional evening/weekend work may be required

Location: E2M Centre, 56 Church Street, Lancaster, LA1 1LH - with some remote working when required

Role Requirements

To apply for this role the candidate must be either unemployed or underemployed, with the right skills and work ethic to experience a 12-month, full-time paid position.

If you are unsure if you are eligible to apply, please contact info@escape2make.org to organise a discussion with our team.

In your application you must outline if/how you are eligible to apply based on this criteria. Without this, we will not be able to accept your application.

This role is funded by the *Rank Foundation's Time to Shine* program, which is designed to help unemployed or underemployed job seekers take positive steps towards a new career.

Rank defines underemployed as 'an individual working below their current skillset or training' for example moving from retail into youth work or social media roles. The prospective leader will not currently be in substantive employment; they can be employed but the new role must have significantly increased responsibility.

E.g - a suitable candidate may work part-time/freelancer and want to make the jump to full-time, or they may already work full-time in a sector such as hospitality and want to utilise their skills in a different sector. The candidate may not currently be in unemployment due to an absence of work for various reasons.

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

Essential Skills and Experience:

- An individual with excellent communication skills
- Willingness and ability to travel to different locations as a part of creative-community building in different areas
- IT proficient (use of MS Office -Word, Excel, Teams, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent interpersonal skills, with the ability to build positive professional relationships, respecting professional boundaries

- Excellent written and verbal communication skills – the ability to work well as a part of an agile team
- Good organization skills with a high level of accuracy
- Ability to use initiative and be self-motivating
- Commitment to personal professional development

Desirable skills and experience

- Access to a vehicle and UK driver's license
- Knowledge of the arts/youth sector in the North West of England (particularly the Lancaster District)
- Experience in writing grant funding applications
- A passion for delivering good quality youth work and the arts
- A background or understanding of how to engage with young people from marginalised communities

How to apply

Please email a CV and covering letter, outlining how you meet the role requirements outlined above to info@escape2make.org Please include details of two referees.

Deadline: Friday 13th February, 11:59pm

If you are shortlisted for the role, you will be invited to an interview on **Monday 23rd February between 10am – 5pm**. These will be conducted in person, in Lancaster and will likely last 45 minutes – 1 hour.

If you would like an informal conversation about the role or the application process please contact Kyle McKenzie on k.mckenzie@escape2make.org.

E2M is committed to promoting 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 working with E2M 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 eg safeguarding, H+S, GDPR.

The successful candidate will be subject to an enhanced DBS check and satisfactory references. Escape2Make is committed to promoting equal opportunities in employment. 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.