**ABOUT TAKEOVER:**

**Inspire: Culture, Learning & Libraries & Captivate- Local Cultural Education Partnership** are among over 19 organisations across arts, culture, sport, civil society, youth, and heritage sectors to benefit from the Volunteering Futures Fund.

Takeover is open to any young person 14-24 from Mansfield & Ashfield to join us to be part of a new arts and creative volunteering and skills development programme. As part of the project, young people will take part in an intensive 3-month arts and cultural training programme as well as a youth-led festival outside of school hours

Opportunities include:

* Training and skills workshops
* Online mentoring
* **Community Challenge volunteering/ work experience**
* Go and See trips
* Entrepreneurial skills
* Future career and education advice
* Be part of planning and delivering a large-scale Youth Festival in 2024!

**ABOUT COMMUNITY CHALLENGE**:

Community Challenge (volunteering opportunities & work experience) as part of the young people's journey, we will be offering an opportunity to participate in a Challenge hosted on Inspire's Community Makers website https://inspireculture.volunteermakers.org. We would love arts & cultural partners and artists to HOST a challenge for a young person.

**WHAT IS A ROLE OWNER?**

A Role Owner is a person who takes overall responsibility for a role. They work with the Takeover Team/ Project Co-ordinator and the Volunteer and Membership Officer (VMO) to write the role description, prepare the training plan and write any risk assessment needed for the volunteering activity.

**SUPPORT:** We want to ensure the Takeover team supports the ROLE OWNER & we will have a dedicated Project Co-ordinator who will liaise with the young person(s) & manage the relationship. The Co-ordinator will be the lead person for the challenges.

**WHAT CAN THE CHALLENGE LOOK LIKE?**

As a Role Owner, there are 2 ways you can offer a Challenge:

1. Please share with us a volunteering role you already have in mind, for example box office support, helping at a specific event, working with a school to help run a workshop or helping send out promotional material.
2. Please tell us what your company offers, the Takeover team will then put the young person in touch with you and we will work with you to create a bespoke volunteering role for them.

**Types of Roles:**

Here are some ideas around the kinds of roles you could offer; it works best if the role is specific, i.e. box office and ticketing support

*Event Management, Fundraising, Gardening, Reading/Storytelling, Researching, Supporting schools, Working with Children 0-5yrs, Working with Children 6-12yrs, Working with Young People, helping create a new exhibition space*

**DURATION OF THE ROLE**

The Challenge can be weekly, one-off, half a day, bespoke project or however best this works for the ROLE OWNER. We will have a new cohort of young people every 3 months. Therefore, the direction needs to be less than 2.5 months.

**NUMBERS OF YOUNG PEOPLE:**

We anticipate the following numbers of young people to join the Takeover programme every 3 months:

**Year 1**

1. September-Dec 22 Beneficiaries 20
2. Jan-March 23 Beneficiaries 30

Total 50 Beneficiaries

**Year2**

1. May- July 23 Beneficiaries 30
2. Sept-Dec 23 Beneficiaries 30
3. Jan-March 2024 Beneficiaries 30

Total 90 Beneficiaries

**HOW DOES A HOST GET INVOLVED?**

• Fill in the Takeover Community Makers Challenge Form (see separate Challenge-Role Owner form)

• Takeover Team, will create an advert on the website (we will have a dedicated page for Takeover)

• Takeover Team will talk to the ROLE OWNER (Challenge lead) to check if any training is required for the young person as well as ask that the ROLE OWNER to provide relevant documents & systems in place (see below systems section)

• Takeover Team introduce young person(s) to their ROLE OWNER

• Host either sets the Challenge or works with the young person to create a bespoke challenge based on the young person's needs and desires

• Takeover team has regular 'check ins' with the ROLE OWNER and young person

• ROLE OWNER fills in an evaluation form once yp finished

**Expenses:** the young people will be coming from Ashfield & Mansfield; there is an access pot for young people if they need to travel or need assistance. However, Challenges will need to be based in North Notts or Nottingham

**Age:** Takeover is aimed at yp from 14 to 24; please state on the form attached if you need additional support if a child is under 16. We will be seeking parental permission when the yp signs up for Takeover.

**DOCUMENTS & SYSTEMS IN PLACE**: All ROLE OWNERS will be asked to share relevant documents to ensure they are covered & are experienced to work with young people, including:

• Risk Assessment (we can provide a template)

• DBS checks for people in the organisation working directly with young people

• Public Liability

• Safeguarding policy for young people & vulnerable adults

**CONTACTS**

For more information about Community Challenge, please contact

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Or

Captivate & Takeover Lead

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