



VACANCY: Accreditation and Community Outreach Officer

About the Role

We are seeking an experienced and motivated Accreditation and Community Outreach Officer to join our team and support the delivery of our accredited and outreach programmes for young women in the North East.

The role oversees all accreditation processes for the NCFE Level 1 Film & Media Production and Transcend Mastery Suite programmes, including learner onboarding, evidence collection, portfolio organisation, compliance checks, assessment coordination and preparation for IQA/EQA. Working closely with programme delivery staff, the postholder ensures all required evidence is captured, quality assurance processes are followed, and learners have clear, supported pathways through their qualification.

Alongside this, the role strengthens YWFA's reach by building relationships across youth, community, women's and girls' sector organisations and contributing to targeted outreach activity and creative workshop environments.

This is a freelance role, and we would like to hear from youth and community workers with experience supporting accredited learning programmes for young people, and creative skills in filmmaking or digital arts facilitation. Most importantly, we are looking for someone passionate about creating opportunities that enable creativity, confidence and wellbeing for young women growing up in the North East.

This post is offered as follows: **1 day per week for 7 months**

£27,000 pa (FTE) / £450 per calendar month (£112.50 per day)

Our office is based in Newcastle Arts Centre in Newcastle upon Tyne.

The post is offered on a freelance fixed term basis for 7 months, with a view to extension, subject to successful funding applications.

How to Apply

Please submit an expression of interest that clearly demonstrates how you meet the essential and desirable skills and experience, including relevant education, training and qualifications. Please also include two referees we may contact. This post is subject to DBS checks.

About YWFA

The Young Women's Film Academy is a charity providing filmmaking activities and creative opportunities for girls, young women and local communities across the North East of England, giving them space to tell their stories and the creative skills to communicate their ideas. Our work is shaped by three charitable objectives:

- providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
- promoting good mental health
- advancing education and training

The Accreditation and Community Outreach Officer will support us to deliver on these objectives.

What You'll Be Doing

The Accreditation and Community Outreach Officer will be responsible for supporting young people through accredited programmes, workshops and activities that inspire, educate, promote participation and develop skills for girls and young women aged 11-30 years. You must be adaptable and confident to work in person and also with online delivery if the need arises, managing your time, to include all necessary administration, planning, preparation and delivery of outreach workshops in collaboration with the YWFA Programme Leads and volunteers from the YWFA Team and partners we work with. It is anticipated the role may require evening delivery and responding to the needs of the young people as they arise.

Essential Skills and Experience

1. Accreditation, Compliance & Administration

- Knowledge of NCFE or equivalent portfolio-based accreditation for young people
- Understanding of awarding-body requirements, compliance processes and evidence standards
- Confidence organising documentation to ensure portfolios are complete, accurate and ready for IQA/EQA
- Knowledge of monitoring and assessment processes
- Ability to contribute to evaluation and monitoring in line with YWFA's charitable objectives

2. Youth Work Practice & Safeguarding

- Professional qualification in youth work/teaching/assessing or extensive experience
- Recent experience of working with young people, individually and in groups
- Ability to assess the needs of young people and make appropriate decisions and referrals

- Ability to work with young people around sensitive issues in a non-judgemental manner
- Knowledge of issues affecting young people and relevant support strategies
- Ability to work within the confines of confidentiality
- Strong safeguarding knowledge and confidence in dealing with safeguarding concerns, reporting and referrals

3. Creative Facilitation, Communication & Partnership Working

- Creative film/digital/drama facilitation skills with young people
- Strong written and verbal communication skills, including listening and presentation
- Ability to build positive working relationships with young people, colleagues and professionals
- Experience of partnership working and knowledge of youth, community and women's sector organisations across the North East

Desirable skills and experience:

- Notable experience of working with young people in an informal and creative education setting.
- Possess Safeguarding training for children and young people.
- Able to deliver information, advice and guidance in a young person centric way.
- Have the capacity to work under pressure and prioritise working according to the needs of young people.
- Experience of delivering youth work in a variety of settings and supporting young women's wellbeing
- Use of initiative, be flexible and adaptable to situations.
- Ability to work in a challenging and changing environment.

The closing date for expressions of interest is 5pm Friday 21st August 2026

Interviews will take place week beginning 1st September 2026

To discuss this role further please contact Jess Callaghan, Programmes Manager:
jess@youngwomensfilmacademy.co.uk