

Programme Lead

Job Purpose:

The Programme lead will deliver afterschool creative arts programmes and undertake work that teaches children and young people a variety of skills.

Main responsibilities and duties

1. Programme Lead Responsibilities

- 1.1 Deliver a variety of creative art sessions providing particular support to ensure there is access for a range of age groups.
- 1.2 Supervise and provide safety expectations for children to ensure their activities are accessed appropriately
- 1.3 Establish positive relationships with children and interact with them accordingly.
- 1.4 Promote the inclusion and acceptance of all children.
- 1.5 Provide feedback to children in relation to their achievements in an activity
- 1.6 Delegate responsibilities and roles for the Artist Support to engage and encourage children to access the activities provided
- 1.7 Provide a purposeful, orderly and supportive environment
- 1.8 Use strategies to support children and maintain safe a happy space
- 1.9 Resourcing and setting up of activities.

2. Recruitment & Communication

- 2.1 Communicate with potential new participants via e-mail or phone
- 2.2 Process registrations
- 2.3 Advertisement
- 2.4 Distribution of advertisement
- 2.5 Liaise with parents via Class Dojo.
- 2.6 Provide parents with invoices each month via Class Dojo

Requirements:

All applicants **must** have the following...

- A recent DBS or willing to undertake one.
- Adequate understanding of IT and be familiar with social media platforms.
- Basic functional skills in Maths and English
- To have achieved level 3 or A-Level qualifications. Preferably in an expressive/creative art subject or childcare.
- Good customer service is required, the roles will involve front facing environment and working with various groups, therefore a professional manner is a must.

All applicants must be willing to undergo in house training and complete the following `

- Safeguarding
- Health and safety training
- Behaviour Management

It is desirable that applicants will be...

- Confident with interpersonal skills and comfortable working with varied groups and ages.
- Able to have some prior knowledge of youth or community work. (paid or volunteer roles acceptable).
- Friendly, approachable, presentable with good communication skills.
- Good time keeping, able to be flexible with work time requirements.
- Reasonable level of soft skills, such as travelling to work, able to learn new skills and have a positive attitude to work.
- Hold a full UK driving licence