



Arts Employment Coach
Candidate Pack

A letter from our CEO

I am delighted that you are thinking about joining the team at PiP. I hope this pack helps you understand our work, how we support our students to achieve their goals, and gives you the information you need to apply for the role of Arts Employment Coach.

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives. We were established in 1983 by parents wanting more challenging and ambitious support for their children and we now celebrate 40 years of impact. Our history is rich & varied and we have grown from 25 students a decade ago to over 75 students today.

From our custom-adapted centre on Kensal Road, where we moved in 2022, we run four key curriculum areas: Creative and performing arts; Employability, Health & wellbeing, and Independent Living Skills. Alongside this work we run services like Gig Buddies which supports our students to access social events and our SW1 service supporting older people with learning disabilities.

We challenge ourselves to be innovative and deliver a truly unique level of support and opportunities for people with a learning disability and autism. We work hard to empower our students to become as independent as they can be and live a life of their choice, despite the barriers. Everyone on the team is a vital part of ensuring that we do for the people we support while keeping a strong focus on fun.

In partnership with John Lyon's Charity we are launching a three-year scheme to support twelve young people (18-30) with additional needs in to paid roles in the arts sector. This role will involve working directly with the young adults who join the scheme, their support networks, and arts organisations. Alongside acting as an advocate for the project and its impact.

Yours sincerely,
Denise Largin
CEO





Who we are:

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives.

With 28 staff and a board of 10, we work to empower over 75 adults with Learning Disabilities and Autism every year to achieve their potential, move towards independence and live their best lives. We believe our people are our largest asset to deliver an ambitious strategy, meet service demand and ensure our colleagues have the capacity to offer the quality of service we're known for in our community.

Our approach is student-led with our curriculum and each student's timetable the result of a collaborative approach with students, families, and social workers. Student goals can vary widely from learning to cook a meal to securing part-time work, to strengthening friendships or showcasing their creativity. Each student at PiP is referred by our Local Authority partners and with a waiting list of over 40 students we are confident we offer a top-tier service.

Financially we are stable with strong financial reserves and an income mix circa 75% commissioned services and 25% philanthropic partnerships. From this position of strength we plan to invest in the team, new services and projects to expand our provision and secure more impact in our community.

Why we need you:

PiP has developed a unique reputation for our experience and quality of employment support for adults with learning disabilities. This has led to this unique partnership with the John Lyon's Charity, who have worked for over three decades to give nearly £200million to organisations across the boroughs of Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Kensington & Chelsea and the Cities of London and Westminster.

This role is the result of this partnership, with the aim of more young people with disabilities into the arts and employment.



Who we support and why:

At PiP, our focus is on teaching and learning life skills; PiP students range in age from 18 to 91 and our average student is around 34 years old.

PiP students have a range of learning disabilities including Down's Syndrome, Fragile X, Autism Spectrum Conditions (ASC), dual diagnosis with mental health problems and/or physical health conditions such as Diabetes and Epilepsy.

PiP's team deliver person-centred support to each of our students to identify their strengths, interests and passions. We support them and their families/carers to maximise opportunities in their community through signposting and working in partnership with like-minded organisations.

Structural inequalities in society mean that people with learning disabilities are not always recognised for their skills and talents and given the opportunity to live independent lives. We want to change that. And with your skills and talents, we can make sure that every PiP student has a voice and can make their own choices about their own lives.

We are keen for our students to always have a voice, inside and outside of PiP. To support this, we run advocacy sessions and every week our students hold a student's meeting with their own agenda where they can express their views on PiP and ask about anything like new staff, our leisure programmes, or fundraising. Meeting monthly is our student council where student representatives feedback on their experience and opinions to senior management and our board.



Our structure

This role joins at an exciting time for PiP. After staff feedback on career progression and student development, PiP has recently adopted a new staff structure. This structure added a number of new roles to reflect our recent expansion in student numbers as part of our new centre. This new structure equates to nearly an extra £200K per annum investment to operate the best service possible for our students. While allowing our staff to greater specialise and offer career progression for our student-focused colleagues into management positions.

Our Senior Management Team is formed of our CEO, Service Manager, and Head of Fundraising & Communications - this body serves to set the strategic direction for PiP alongside our trustee board. Our day-to-day Management team comprises these roles and our two dep managers for students services & curriculum co-ordination.

We then have new curriculum coordinators for each of our four curriculum areas who set the direction for each learning theme and work alongside our development workers and learning support assistants to deliver sessions for students. This role will be a part of our Employment Pathway team.



What you'll be doing

The role's time will be focused primarily in three areas:

- Providing support to arts organisations. As they consider applying to John Lyon's to secure funding to hire a young person with additional needs, through the shortlisting and interviewing process, and as they induct the new hire.
- To job coach young adults with additional needs as they interview and in their first weeks in their arts sector role.
- Spreading awareness of the scheme, case studies, and its impact in the aim of encouraging arts sector organisations, and those from other sectors, to hire young adults with additional needs.

Our ideal candidate will have experience of working with people with learning disabilities, or a similar vulnerable service user group, along with a strong commitment to taking a person-centred approach to the role.





Key accountabilities

Providing employment support to young adults with additional needs joining the arts

- To work with young people shortlisted for interview for specially selected arts-sector roles for young adults with additional needs.
- To provide job coaching and support during inductions and in the first 9 weeks of new roles for scheme participants joining the arts
- To conduct regular reviews to ensure scheme participants are progressing, identifying new areas in need of support, and amending coaching plans accordingly
- To plan and implement a timely reduction of support as the scheme participants and arts organisation become familiar and competent with their roles
- Act as key contact for existing support networks during interviews, inductions, and first weeks in role for scheme participants.
- Working with young adults with additional needs, families/carers, and support networks on ensuring work is appropriate e.g. benefits 'better off' calculations
- Identifying suitable access to work schemes e.g., bank accounts, workwear, and travel training.

Acting as primary support for arts-sector organisations hiring young adults with additional needs

- To provide advice and support to potential arts-sector employers on roles, ways of working, reasonable adjustments, and support requirements for young adults with additional needs.
- To work with arts-sector organisations who join the scheme on accessible recruitment, shortlisting, interviews, and inductions.
- To promote the young adults with additional needs in the arts scheme to appropriate organisations in the arts and disability support sectors.
- To work with PiP and John Lyon's Charity on impact, evaluation, and assessment of the scheme.
- As placements progress appropriately supporting or signposting towards support services or resources to address changing support needs e.g., on grounds of health.

Ensuring the project meets its targets and delivers a quality service for partners and students

- Support the Fundraising Team to report back to the funder for this project
- Support the Impact Manager in tracking student progress and outcomes.
- Ensure PiP can report to funders by keeping good records on monthly and quarterly outcomes and progress reports.

Person specification

Experience and knowledge - (E) = essential and (D) = desirable

- (E) Working with people with learning disabilities, or a similar client group
- (E) Experience of training, education, or employment support delivery
- (E) Experience of job coaching or supporting work placements
- (E) Understanding of and commitment to a person-centred approach
- (E) An understanding of the needs of employers and ability to articulate the benefits of having a diverse workforce to businesses
- (E) Ability and willingness to learn and carry out a variety of employment tasks in order to coach young adults with additional needs
- (E) Knowledge of Safeguarding of Vulnerable Adults (SOVA) processes
- (D) Job coach Certification or equivalent or a willing to secure
- (D) Experience or understanding of project management or principles
- (D) Knowledge of national and local legislation and policy affecting employment, benefits, and vulnerable people

Skills and abilities - (E) = essential and (D) = desirable

- (E) Able to establish, develop and maintain constructive and professional relationships, both internal and external, with a wide variety of professionals and carers
- (E) Evidenced experience of success in building strong and positive relationships with a variety of people and organisations
- (E) Able to communicate effectively, both verbally and in writing, maintain accurate records and produce reports
- (E) Demonstrable problem-solving skills and experience
- (E) Be willing and able to travel easily within London, supporting project participants as required
- (E) Able to work independently and manage a large and varied workload
- (E) Effective communication with people who have complex communication needs
- (D) Managing and completing projects, including delegation of tasks and monitoring and evaluation of general progress



What's in it for you?

- The salary for this role is between £29,500 - £33,500 dependent on experience with incremental pay progression.
- You'll get 25 days holidays + bank holidays ever year. We're closed for Christmas but the rest of the year you may take leave whenever you wish.
- An extra day of annual leave for each year you've worked with us up to another 5 (30 in total)
- We offer a travel subsidy of up to £7.50 per day to help with the cost of commuting.
- We provide a 4% pension contribution
- Free Employee Assistance programme 24/7 with access to counselling
- We offer regular team meals and socials - generally during work hours and they are optional.
- We offer a cycle-to-work scheme and as we're a charity you'll get access to savings like charityworkerdiscounts.com

Working patterns

- This role is based at our 306 Kensal Road centre but will be required to work frequently on-site at employers to provide coaching
- The contractual hours are 37.5 hours per week.
- With our focus on supporting adults with disabilities we believe it is vital to support our staff with neurodiverse thinking or mobility issues. Many members of our team have reasonable adjustments, including members of our senior management team, and we are happy to discuss these.



Next steps

We ask you to apply by additional needsing us your CV to:
jobs@piponline.org.uk

We recognise that your experience may be from unpaid roles as well as paid employment. Please include any voluntary work if it helps to show why you are the right candidate for the job.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact me on the e-mail below if you require any assistance or adjustment so that we can help with making the application process work for you.

If you would like an informal discussion about the role, please email Denise, our CEO, DeniseL@piponline.org.uk

The closing date for applications is Friday 9th August 2024. We encourage you to apply early, as applications will be reviewed as soon as they are received and we reserve the right to close the advert sooner subject to finding suitable candidates

This post will require an enhanced DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

