



JOB DESCRIPTION

Job Title	Carers Express Project Lead
Responsible to:	Young Carers Programme Manager
Contract Period	2-year fixed contract with potential to extend subject to funding
Salary	£33,000 pro rata
Hours	1.5 days per week. This will include: 1 Sunday per month session, 1 weekday evening per month session, holiday projects (usually 2 days in Easter and Half Terms, 4 days in Summer Holidays), and 1 residential weekend to the UK Young Carers Festival.
Benefits	25 days holiday pro rata. Pension available based on contributions of 4% employee and 4% employer
Primary Work Location	34 Grosvenor Gardens, London, SW1W 0DH & various locations in Westminster

RECRUITMENT PROCESS

Application Deadline	12pm Friday 10 th April
Interviews	Tuesday 21 st April
Start Date	At earliest availability

BACKGROUND

‘DreamArts has a profound impact on the lives of young people and is a model of exemplary practice.’ - The Royal Central School of Speech & Drama, Impact Study

DreamArts has a mission; **to transform young lives by fusing arts and therapy.** Our award-winning outreach projects engage over four hundred 6-25 year olds each year. We target marginalised groups and reach young people living in the most severely deprived areas of Westminster where the level of child poverty is the 6th highest in the UK. DreamArts empowers members to explore who they are, build positive relationships and develop emotional wellbeing. We give those who have the heart of the UK’s creative industries on their doorstep one of the few opportunities to engage with their creativity.

In the process they develop as artists by taking creative risks to explore and express their views, thoughts and feelings. Young people also work towards presenting their ideas and skills to others adding to their sense of achievement and self-identity. As a result, participants form stronger connections with each other and their families, and develop a greater sense of community. We are proud to have been awarded Outstanding Organisation of the Year Award at the Westminster Community Awards.

PURPOSE OF THE JOB

We're searching for a **dynamic and innovative** project leader who is **skilled in supporting marginalised young people** and who is able to forge a new approach to meeting their needs.

Westminster City Council, Young Westminster Foundation and John Lyon's Charity are working with DreamArts to help join up services for young people with caring responsibilities. The Carers Express Project Lead will be responsible for leading **Carers Express, DreamArts flagship project for young people with caring responsibilities living or studying in Westminster.**

You will be responsible for producing and **delivering creative and therapeutic activities for the Juniors (7-11) and Seniors (12-18) Carers Express cohort.** The project should be thought of with a strategic and long-term vision that supports young people to use creativity to explore and extend meaning to the challenges they face, build a sense of belonging with peers sharing their experience and be supported with their emotional wellbeing. This will include projects in school holidays, residential (e.g. attending the UK Young Carers Festival) and phases of evening/weekend workshops. You will act as lead facilitator and will be supported by a freelance Wellbeing Practitioner.

You will also manage a **caseload of Young Carers aged 11-16**, providing 1:1 support to newly identified carers and/or young carers experiencing key life transitions, e.g., primary school to secondary school. Where possible, you will assess and respond to individual needs, build positive mentoring relationships, and signpost or refer young people to appropriate support services within DreamArts or external partner organisations. Outside of your case load, you will build relationships with all Carers Express participants and their families to sustain their engagement through regular check-ins.

The role includes training and development in therapeutic approaches applied within DreamArts, including the PACE attachment model, and you will receive regular reflection spaces with our Therapeutic Consultant to process your work and 'therapeutic lens' sessions exploring approaches for supporting the wellbeing needs of young people in your planning, delivery and evaluation.

MAIN ACTIVITIES/RESPONSIBILITIES

- I. Producing, delivering and managing the ongoing Carers Express project to meet the needs and interests of Young Carer participants with a strategic and long-term vision.
- II. Coordinate with facilitators and partner organisations to deliver engaging and relevant sessions. This includes conducting team planning and debriefs and working with the Young Carers Programme Manager to ensure the team has the necessary skills and training to deliver the project.
- III. Ensure that Carers Express maintains a high standard of quality and is managed and delivered within the context of DreamArts Theory of Change, including implementing monitoring and evaluation systems.
- IV. Ensure the project and its delivery are underpinned by autonomous participation and equality of opportunity. This includes engaging young people at every level of the programme, identifying and responding to their needs and interests, and positively challenging and expanding their knowledge and experience.

- V. Apply a relational approach underpinned by the PACE model (Playfulness, Acceptance, Curiosity, Empathy. Training in PACE will be provided.
- VI. Deliver outreach activities to increase awareness and referrals to Carers Express.
- VII. Liaise with referral partners, including Westminster Early Help Service, schools, professionals and partners to identify Young Carers and inform them of participants' development.
- VIII. Lead and line-manage a Wellbeing Practitioner who will support the pastoral needs of the group.
- IX. Manage resources, including ensuring venues are booked and collating all expenditure receipts.
- X. Implement safeguarding and welfare and ensuring the project adheres to DreamArts Safeguarding Policy.
- XI. Take responsibility for Health and Safety within the project, including risk assessments, incident reporting and accident reporting.
- XII. Provide support for young people who may be facing particular challenges. This includes managing a caseload of young carers aged 11-16, providing tailored 1:1 support through home visits or online sessions with the aim of integrating them into the wider Carers Express project and Young Carers Pathway offer.
- XIII. Aid the Young Carers Programme Manager to produce qualitative and quantitative data on the Carers Express Project for the end-of-year Young Carers Impact Report.
- XIV. Keep abreast of developments in the young carers sector, identifying strategies, partnerships and key individuals. This includes initiating and responding to collaborative projects with other agencies.
- XV. Supporting the development of other aspects of the Young Carers Programme. This may include contributing to the delivery of Young Carers Awareness Training, providing relevant content for newsletters and other social media content, and cultivating/maintaining relationships with partner schools using our Young Carers Schools Package.

PERSON SPECIFICATION

ESSENTIAL

1. Proven track record of supporting the development of marginalised young people.
2. Proven track record of building relationships with young people and families.
3. Experience of organising and producing youth programmes for children, young people and/or communities.
4. A proven track record of delivering creative activities and a developed practice in facilitating for young people.
5. Strong interpersonal and communication skills
6. Experience of cultivating relationships with community groups, senior internal and external colleagues and voluntary sector organisations.
7. Working knowledge of current issues facing Young Carers, and within the arts/cultural sector.
8. High level of initiative and leadership qualities.

9. Available to work during unsociable hours, including monthly Sunday sessions and a monthly evening session for our Juniors cohort.
10. Ability to listen, show empathy and support young people through different challenges.
11. Good IT skills and confidence with Outlook, Teams, and other Microsoft Office Apps.

DESIRABLE

1. Experience of working with Young Carers.
2. Experience of working within London.
3. An understanding of or qualification in therapeutic practice.
4. Basic understanding of Canva.
5. Experience of collecting and presenting qualitative and quantitative data for project reports and outcomes.

Important information required

Because the person appointed to this post has access to young people, we follow strict procedures for checking our staff. This means that if you are invited for interview you will need to bring with you, a current passport or driving licence with a photo, and all documents that show any changes of name from birth to now (deed poll, marriage certificate etc).

You will also have to complete a *"Disclosure of Criminal Background"* form. **Having a criminal background does not automatically discount you from being appointed**, but you are obliged to disclose **ALL** convictions, including those considered spent. However, failure to disclose convictions is considered gross misconduct and makes a person liable to dismissal. If you want to discuss whether you are eligible for employment, please contact the Director Graham Whitlock for a confidential discussion.

We will include a personal interview in the selection process where we will talk with you about your motivation, values and attitudes in relation to your work, in order to test the qualities outlined on the person specification.