



## Creative Programmes Coordinator

|               |   |
|---------------|---|
| Hours:        | 21 hours (must be available Mondays and Thursdays)  |
| Contract:     | Permanent   |
| Salary:       | £20,355 (£33,925 pro rata) plus 5% pension contribution                                       |
| Annual Leave: | 25 days per year pro rata (increasing by one day per year until you reach a maximum of 30)    |
| Location:     | You will work across our sites, but be mainly based at 64 Altenburg Gardens, London, SW11 1JL |
| Line Manager: | Independent Living Skills & Creative Programmes Manager                                       |

### About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and social opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

Share holds the Investors in People gold accreditation and we are accredited by the National Autistic Society as well as Investors in Volunteers.

### The role

You'll be responsible for organising and facilitating our schedule of creative programmes across Share. You will line manage and support the delivery of Creative Expression programmes including Arts & Crafts, Music, Creative Expression and our newest provision of drama. You will work with the Independent Living Skills and Creative Programmes Manager to ensure we deliver a creative programme which maximises on the potential of our students, makes best use of local partnerships, enables students to develop their creativity skills and increase their wellbeing and communication skills.

Your work will support our students to learn and express themselves using a variety of creative opportunities, from participating in Royal Academy of Dance workshops to working with artists or other creatives to broaden their knowledge and awareness of creative approaches to being well.

### Who we are looking for

You will have a good understanding of the challenges faced by adults with learning disabilities and a strong commitment to the inclusion of disabled people in all aspects of life. Ideally, you will have experience of working with adults with a learning disability or autism in a learning or community environment. You will have experience of coordinating and planning for a range of activities, facilitating inclusive and adapted sessions to meet a variety of needs, ideally for disabled adults. You will take a collaborative and empowering approach, working with students, partners and volunteers to plan and deliver person-centred services. You will have excellent planning and time management skills. You will need to be an energetic person who approaches projects and challenges in a creative and flexible way. Ideally you will have had some direct line management experience.

## **Main Responsibilities**

### **Supporting Delivery:**

- To manage the delivery of our creative programmes at various locations looking to ensure they are delivered to the highest standard
- Ensuring all sessions are inclusive, challenge students, and where possible, use digital technology and learning outside of Share's training centres to embed skills
- Develop a plan of activities for our creative programmes working with your team, our Wellbeing team and the management team to determine activities that support meeting students' goals
- Deliver planned or ad-hoc creative sessions on a regular basis, either as part of a planned programme of delivery, or covering tutor absence
- To ensure all activities and spaces are safe, risk assessed and accessible for students, staff support and volunteers
- To work with tutors to meet organisational strategic goals with a focus on activities which support progression on the Outcomes Star
- Working with facilitators to support students' continued learning in their home environment
- Monitor the quality and impact of the creative programmes, their outcomes and delivery. This would include supporting the quality and assurance processes and line management of creative session staff
- To work with the ILS Manager to understand funders and reporting requirements and measure the success of the project against those agreed outcomes

### **Management:**

- To line manage the Creative Expression Tutors. This will include
  - Developing project objectives
  - Conducting one-to-one and appraisal meetings
  - Supporting their ability to meet organisational goals
  - Reviewing and agreeing project resourcing.
- To ensure tutors have adequate resources to deliver sessions including:
  - Delivery plans
  - Staffing and support resources
  - Activity resources.
- Oversee the production of learning portfolios, which will be presented to students at our graduations and annual awards day – ensuring facilitators develop portfolios using a variety of evidence to demonstrate what students have learnt during the course
- To monitor sessions to ensure the environment is conducive for the needs of our learners, e.g. in accordance with our Autism accreditation status
- Ensure feedback at Student Development Meeting for creative programmes either through support for tutors to feedback or directly due to staff absence.
- To monitor and ensure tutors and facilitators are using the CRM system Civi to record student daily activities.

## **Person Specification**

### **Essential experience**

1. Experience of planning and coordinating inclusive activities with a focus on the creative arts, achieving targets, and ensuring a good attention to detail
2. Experience of coordinating, planning and delivering sessions for adults that enable people to acquire new skills, both social and practical
3. Experience of identifying, building and maintaining positive relationships with a wide range of individuals, partner organisations, support networks and agencies on behalf of clients
4. Experience of having a busy and varied workload and meeting deadlines

### **Desirable Experience**

1. Experience of line management or leadership
2. Experience of working with adults with disabilities and/or autism

### **Essential Skills and knowledge**

1. Excellent administration, organisational and time management skills
2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases
3. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and session plans
4. Knowledge about best practice in autism and supporting adults with learning disabilities.
5. Great listening, communication and facilitation skills, including the ability to communicate with those who are non-verbal

### **How to apply**

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please send your CV and a covering letter addressing the following questions:

1. Please can you tell us what attracted you to this post? What qualities do you believe you possess which will make you successful in this role and why?
2. What experience do you have of planning sessions for adults with learning disabilities and/or autism?
3. How will you plan a programme of sessions which will support learning for a cohort of students with substantially varied levels of capability, and what will you do to ensure these sessions are inclusive for all students?

Please also complete our equal opportunities form, which you can download from the job advertisement page on our website. Please send us the three documents to [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

**This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

