

DREAMARTS

JOB DESCRIPTION

Job Title	Project Manager –Young Carers Express
Organisation	DreamArts
Responsible to:	Programme Director
Contract Period	August 2017 – May 2018
Salary	£25,000 pro rata
Hours	1.5 days per week.
Primary Work Location	<u>DreamArts HQ</u> ; Unit 122, Great Western Studios, 65 Alfred Road, London, W2 5EU

RECRUITMENT PROCESS

Application Deadline	12pm Wednesday 5 July (emailed applications accepted)
Interviews	Wednesday 19 and Thursday 20 July.
Start Date	August 2017.

Send an email with the following

- put your name and the post you are applying for as the subject of the email
- complete the Freelance Application Cover Sheet and return with your CV to graham@dreamarts.org.uk

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, February 2017

DreamArts has a mission; **to use the arts to enable young people to realise their potential.** Our award-winning outreach projects engage three hundred 7-25 year olds each year, the majority from families on benefits and 65% from homes where English is a second language. We reach young people living in the most severely deprived areas of Westminster where the level of child poverty is the 4th highest in the UK.

DreamArts empowers members to explore who they are, build positive relationships and make positive life choices. We give those who have the heart of the UK's creative industries on their doorstep their only opportunity to engage with their creativity. In the process they develop as artists, build their teamwork skills, learn to express themselves clearly and effectively, and feel a sense of achievement which is all too often absent in their lives. The young people we work with are inspired and become empowered to form stronger connections with each other and their families, and develop a greater sense of community, and we are proud to have been awarded Outstanding Organisation of the Year Award at the Westminster Community Awards 2016.

PURPOSE OF THE JOB

The Project Manager will be developing a 10-month pilot project to work with young carers in Westminster who no longer have any dedicated provision available to meet their needs. The pilot will follow our pioneering Express Collective creative and therapeutic arts model; this addresses challenges affecting the lives of young people and empowers them to choose an issue and a creative medium in which to explore solutions. The Project Manager will engage and build relationships with young carers during August including taster and consultation sessions, followed by delivering projects over the October and February Half Terms, Easter and May/June 2018. The exact days and spread of projects will be set in consultation with young carers and their families e.g. we may run a week-long project or spread it for 1 or 2 days per week.

Young Carers Express does not seek to 'resolve' individual's issues, but rather enables young participants to use creativity to explore and extend meaning to the challenges they face – this could be by devising their own short film, or producing a radio play. It will build a creative community where sharing and collaboration can create multiple possibilities to address a problem, and provide opportunities to build resilience and well-being.

MAIN ACTIVITIES/RESPONSIBILITIES

- I. Development and management of a new service to meet the needs and interests of 10-15 young carers over the course of 10 months.
- II. Ensure that Young Carers Express maintains a high standard of quality and is managed and delivered within the context of DreamArts Theory of Change.
- III. Ensure the project and its delivery is underpinned by empowerment, participation and equality of opportunity. This includes empowering young people's participation at every level of the programme, identifying and responding to their needs and interests, and positively challenging and expanding their knowledge and experience.
- IV. Oversee the development and production of young people's own creative work.
- V. Lead and co-ordinate Youth Arts Facilitators brought in to co-deliver the project. This includes conducting team planning and debriefs and working with the Programme Director to ensure the team have the necessary skills and training to deliver the project.
- VI. Liaise with referral partners including the Early Help Service, and in particular the Tri-Borough Young Carers Co-ordinator to identify referrals, inform them of their client's development and explore further pathways for their personal and social development.
- VII. Implement DreamArts monitoring and evaluation systems for the project, which will include:
 - Producing a Scheme of Work
 - Ensuring all sessions use DreamArts Session Planning and Monitoring Forms
 - Collating and analysing the participants involvement and development, including Initial Assessments and Outcome Stars
 - Co-ordinating and collating data to produce an end of Project Report.

- VIII. Manage resources, including ensuring venues are booked and collating all expenditure receipts.
- IX. Take responsibility for Health and Safety within the project, including risk assessments, incident reporting and accident reporting.
- X. Provide support for young people who may be facing particular challenges. This may include developing action plans to enable their participation and sign-posting participants to appropriate support agencies within or outside DreamArts.
- XI. Implement safeguarding and welfare; this includes counter-signed and reporting to your Line Manager all incidents and causes for concern and ensuring the project adheres to DreamArts Safeguarding Policy and meets statutory requirements as laid down in the Keeping Children Safe in Education Act 2016.
- XII. Where the project allows you will empower the group to plan and deliver a Presentation Event at the end of the project. This will typically involve young people taking responsibility for leading activities and presenting their achievements to family, friends and partners. With projects that you are managing this will include sourcing resources for the project and assisting in the delivery of the event.
- XIII. To produce end of project certificates and participants progress summary reports.
- XIV. Keep abreast of developments in the youth, community, art and education sectors, identifying strategies, partnerships and key individuals. This includes initiating and responding to collaborative projects with other agencies.

PERSON SPECIFICATION

ESSENTIAL

- At least 2 year experience of working with young people using youth work based arts methods of engagement and delivery
- At least 2 year experience of devising youth arts programmes
- Experience working with vulnerable and hard-to-reach young people
- Proven track record of leading a team
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Experience of liaising with community groups, senior internal and external colleagues and organisations
- Experience of writing project reports
- Working knowledge of current issues with youth, arts and cultural sectors
- High level of initiative and leadership qualities
- Available to work during unsociable hours.

DESIRABLE

- Experience in working with young carers
- An understanding of approaches in therapeutic arts practice
- Specialist knowledge in one or more of the following areas; fashion, clothes making, media, drama, make-up, jewellery, poetry, creative writing, visual arts
- Experience in budget management
- A qualification in therapeutic practice
- Experience of creating blogs

DreamArts is an Equal Opportunities employer. All staff are expected to adhere and advance our Equal Opportunities policy and comply with the Youth Service Code of Conduct.