



Personal Development Co-ordinator

Job Description

Reports to: Creative Programmes Director

Responsible for: Participants on our *Sounding Out* and *Making Tracks* projects

Liases with: Community Projects Coordinator, Operations Director, Artistic Director, Freelance Project Leaders

Place of work: Shoreditch, London

Hours: 35 hours (five days a week)

Salary: £24,000 - £27,000 (depending on experience)

Benefits: 25 days holiday plus bank holidays

As this role will involve contact with young people, a **DBS check** will be required to ensure suitability. Employment will be subject to two satisfactory employment references and confirmation of eligibility to work in UK.

We encourage applications from those with lived experience of the Criminal Justice System. However, due to the position having direct contact with our beneficiaries, we are unfortunately unable to employ anyone with an offence that prevents them from working with young people.

To apply: Please submit a 1-page covering letter and 2-page tailored CV to jake@irenetaylortrust.com by **5pm on Friday 21st June 2019**

Interviews will take place on Friday 28th June 2019 in Borough, London

Summary:

The Personal Development Co-ordinator is responsible for the pastoral care of participants on our music programmes with ex-prisoners (*Sounding Out*) and with young people facing challenging circumstances (*Making Tracks*). They will be responsible for forming trusting relationships with participants, supporting them through the course of our projects and assisting them in sourcing suitable progression routes and opportunities.

The post will also support the Creative Programmes Director with the co-ordination, administration and evaluation of all of the Trust's programmes, and with ensuring delivery of high quality and innovative work with men, women and young people in and on the fringes of the criminal justice system.

Pastoral care and support

- Providing 1:1 support to *Making Tracks* and *Sounding Out* participants during the projects and working closely with them afterwards to find suitable progression routes.

- Working with *Making Tracks* participants to create a portfolio of their work for Arts Award (Bronze) accreditation.
- Delivering taster/recruitment sessions for prospective participants and additional support musicians as needed.
- Recruiting past participants for volunteer, ambassador, assistant and mentor roles at events and for future projects, in conjunction with the Creative Programmes Director.
- Responding to Child Protection and Safeguarding concerns in line with the Trust's Child Protection Policy.

Partnerships

- Building relationships with partners to develop a portfolio of opportunities to support the progression of participants on *Making Tracks* and *Sounding Out*.
- Providing support to additional freelance musicians who work on our projects

Logistics

- Explaining and discussing roles clearly with past participants and completing necessary paperwork, as directed by the Creative Programmes Director.
- Booking moderation dates, marking and submitting Arts Award portfolios.
- Arranging meetings with organisations who could offer potential progression routes.
- Debriefing after each project with the project team, participants, mentors, trainees and partners to create a thorough report where any issues are recorded and addressed – submitting findings to the Creative Programmes Director.
- Attending training courses and conferences to ensure best practice.
- Co-ordinate the smooth running of community programmes when on-site

Reporting and Monitoring

- Ensuring high quality monitoring, evaluation and data collection for all programmes (including data from participants up to a year after participation), and supporting external evaluations where appropriate.
- Regularly updating the participant log with a record of all face to face/phone conversations regarding current situation/progression to ensure up to date information is stored.
- Entering questionnaires onto Survey Monkey.
- Submitting completed reports to the Creative Programmes Director.

Communications

- Collating quotes and case studies from projects.
- Developing and regularly updating the *Making Tracks* microsite resource and participant handbook.
- Providing content for social media to the Operations Director.
- Support any media activity, as directed by the Operations Director.

Please see the full person specification on the next page.

Person Specification

Qualities	Essential	Desirable
QUALIFICATIONS	Education to degree level or equivalent.	Trained in Safeguarding and Child Protection. Arts Award Advisor.
EXPERIENCE	Experience of working with young people. Experience of providing pastoral support.	Experience of working in criminal justice settings/with former prisoners. Experience of monitoring and evaluating arts projects. Experience supporting service users onto progression routes.
KNOWLEDGE	Understanding of issues around Safeguarding and Child Protection.	Understanding of the voluntary sector. Understanding of the criminal justice system.
SKILLS AND ABILITIES	Excellent ability to co-ordinate and deliver a programme of activities. Ability to innovate and think strategically about new opportunities. Ability to communicate effectively verbally and in written form with a diverse range of people. Ability to work productively with partners. Ability to work effectively and positively in a small team. Independent and highly organised in managing a complex workload and meeting deadlines. An external focus – building networks and relationships which yield tangible benefit. Ability to notice and address issues, to lead and work with others in creating solutions. Relevant IT skills appropriate to the role including Microsoft Office	Ability to communicate and share your skills with passion. Ability to understand the needs of people in prison. Ability to respond positively to unexpected challenges. Ability to work collaboratively.
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	Willing to complete a DBS check. Excellent judgement including when faced with difficult situations. Ability to both work under own initiative and to share issues, ask for help and seek supervision appropriately. Flexibility and eagerness to learn. Excellent interpersonal skills. A sense of fun and passion for the work of the organisation. Easily adaptable to the specific setting/group of people. A flexible approach to work. Willing to work with vulnerable people with complex needs or emotional and behavioural conditions.	An interest in music