

Lyric

CREATIVE PROJECT SUPPORT WORKER
(START)



MAIN PURPOSE OF POSITION

The START project is an alternative education programme for young Londoners aged between 16 and 21 years old, who are not in education, employment or training (NEET), or who are at immediate risk of becoming so. The programme uses the creative arts to re-engage young people with the learning process and attempts to give them a stronger sense of purpose and aspiration. This position will support the delivery of START which will run from 05 November to 13 December (Monday – Thursday). The rate for this position will be £75.00 per day.

KEY RESPONSIBILITIES

- Support the delivery of high quality creative workshops at the Lyric Hammersmith for a cohort of NEET young people who have been assigned to START
- To meet with the Support and Development Worker at 10.30am on START delivery days to discuss updates and support strategies for the project participants and set up the space
- To be responsible for updating the daily registers recording young people's attendance and absences during the programme and reporting back on young people's progress throughout the project.
- To support the youth worker in the day-to-day pastoral management of project participants to ensure that information, advice and guidance services are delivered to the highest professional standards and meet key objectives.
- To work closely with the project creative team on project participants' behavioural management as required, sensitively and professionally resolving any situations of conflict which arise or issues with anger management, time keeping, attitude and motivation, ensuring that the project's codes of conduct are adhered to at all times.
- To inform appropriate staff of any incidents which arise immediately, and provide records of incidents as soon as possible.
- To be a positive role model for the participants, ensuring that they are motivated and encouraged at all times.
- To conduct one-to-one sessions and regular mentoring with individual project participants as required, with support from the Producer and project creative team as necessary.
- To build constructive relationships with the project participants, helping to facilitate their learning and development by empowering them with the confidence and knowledge to progress to other programmes after the START project.
- To attend a daily debrief with the team to discuss each day's sessions.
- To communicate and document, with the Creative Youth Worker and delivery team, any incidents, safeguarding concerns or disclosures that arise during the project

PERSON SPECIFICATION

Essential

- Experience of working with young people from a diverse range of backgrounds particularly those who are deemed at risk or vulnerable
- A valid enhanced DBS disclosure
- Strong interpersonal skills with the ability to communicate at all levels
- Highly organised with ability to keep clear and accurate records
- Highly motivated and a flexible team player
- Experience of supporting the delivery of a wide variety of youth provisions
- Experience of managing a diverse workload, and prioritise as necessary
- Experience of working with young people on a one-to-one basis.
- A passion for the arts and creative industries

Desirable

- Experience with working with persistent young offenders, who are on bail or community orders
- An understanding of current, national and local practice in relation to youth services
- Experience of working in partnership with statutory services for young people
- Have supported young people engage in arts provision
- Experience of writing incident reports and dealing with safeguarding issues and disclosures
- Basic computing skills
- First-aid trained.

HOW TO APPLY

To apply for the post, please:

- Send us a **CV, covering letter** (no longer than two sides of A4) and **equal opportunities form** (found on our website) explaining why you are interested in this role and how your experience and skills match the person specification.
- Please return all **three** documents by email to hollie.hartley@lyric.co.uk or by post to Hollie Hartley, Producer (Targeted Work), Lyric Hammersmith, King Street, London W6 0QL.

The deadline for receipt of completed applications is **Friday 05 October at 12pm**. We look forward to receiving your application and thank you for your interest in the Lyric Hammersmith.

EQUAL OPPORTUNITIES

The Lyric values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).



ACCESS

If you would like to submit your application and covering letter in another format we would be happy to accommodate this. Please contact the Administration department on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative.

The Lyric Hammersmith has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. Please complete the

Application Statement to help us with this. Please also state on the form if you have any access requirements for interview, or contact the Administration team to discuss.

APPOINTMENTS

In line with the Lyric's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Lyric will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.