

Programmes Assistant (Kickstart) - Job Description

Purple Patch Arts is committed to creating a diverse environment and is proud to be an equal opportunities employer; all qualified applicants will receive consideration for employment.

Overview

To support with administration, communications and workshop delivery to enable the smooth running of Purple Patch Arts' Lifelong Learning Programmes for adults with learning disabilities and autistic adults across Yorkshire.

Based at:	Leeds office (with a significant amount of off-site working)
Position report to:	Programmes Manager
Responsible for:	No line management responsibility
Type of Contract:	6 month fixed-term contract
Holiday Entitlement:	6 weeks per year pro-rata
Hours:	25 hours per week, flexible
Pay:	National Living Wage or National Minimum Wage (depending on age)
Role Criteria:	This role is open to people aged between 18 - 24 years old who are currently receiving Universal Credit, are eligible to apply through the Kickstart Scheme, and who are referred to us by their job coach.
Referral Deadline:	Friday 28 th May 2021

About Purple Patch Arts

Purple Patch Arts exists to improve the lives of people with learning disabilities and autistic people by delivering innovative, inclusive, creative learning experiences that expand their understanding of, and engagement with, the world.

Our approach to education involves drama, dance, music, literature and visual arts; this makes our programmes both accessible and lots of fun. All of our programmes follow a Scheme of Work and we tackle a broad curriculum including English, Maths, Science, History, Geography and lots more. Everything we do is age appropriate and we're ambitious in the subjects we cover; we believe that everyone can engage with Shakespeare, Einstein's theory of relativity and any other weird and wonderful subject – and it's our job to make this happen!

We are a value led organisation, and deliver all of our work with:

Humanity	We recognise and respect the intrinsic value of every individual
Passion	We share belief, excitement and determination
Creativity	We embrace exploration, discovery and self-expression

A Brief History

The company was founded in 2009; we started with just one workshop in Harrogate which became the model for our Lifelong Learning Programmes. We took the programme to many more locations across Yorkshire and found a staff team of amazing folk who could help us deliver it. We currently run 11 Lifelong Learning Programmes every week, from Skipton to Doncaster and lots of places in between! In addition to our Lifelong Learning Programmes we work with schools, residential and day services, local authorities and other organisations on externally funded projects. We also offer creative, arts-based approaches to data gathering to research projects led by Universities and other organisations, including workshops, innovative research methods and the development of accessible interactive tools.

The Team

Fran Rodgers – Chief Executive Officer

Fran oversees the growth and development of Purple Patch, which includes developing projects, securing funding, finding new partners, delivering training, and as many spreadsheets as she can fit into a day.

Bronia Angove – Programmes Manager

Bronia supports all of the staff and participants on our Lifelong Learning Programmes. She also books all of our venues, makes sure we keep to our policies, and generally keeps everyone happy and smiling.

Melanie Maddison – Senior Programmes Assistant

Melanie works supporting Bronia in all things to do with our Lifelong Learning Programmes, helping to ensure that things run smoothly and that everybody is as happy as they can be. She may also be found travelling around to support and deliver on our programmes.

Hannah Greenwood – Projects Manager

Hannah works to plan and deliver creative education activity across Purple Patch's funded projects, as well as being an extra helping hand in the Lifelong Learning Programmes when needed.

Dawn Ware – Finance Officer

Dawn supports the team with all things financial; if anyone has a query about an invoice, she's the person to speak to!

Programmes Team

We have a brilliant team of artists who are out and about delivering sessions across the region. Our Programme Leaders are the people who oversee workshops, manage the team, deliver sessions and undertake monitoring of learner progression. Our Programme Artists deliver fabulous creative sessions as part of the day, and our Programme Supports are the friendly faces welcoming people and making sure talents are nurtured and achievements noted.

Job Description

Providing support to the Programmes team with the following:

Administration

Programmes

- Keeping online and hard copy programmes folders up to date
- Compiling and issuing booking packs
- Compiling and issuing programmes information
- Logging and filing bookings on relevant spreadsheets
- Logging and filing invoicing details on relevant spreadsheets
- Issuing, chasing and filing venue hire agreements
- Setting up portfolio templates
- Regular checking of portfolio progress
- Regular checking of programmes registers online
- Scheduling and checking social media updates
- Researching and compiling information for the SOW and resource pack
- Periodic stock checking and cleaning of equipment / resources
- Purchasing of resources

Learners

- Keeping learner 'access needs' forms up to date and correctly filed
- Chasing the return of booking packs with individuals and their families
- Sending confirmation letters to individuals booked onto programmes
- Sending 'what to expect' documents to individuals undertaking taster sessions
- Follow up calls for taster sessions

Staff

- Undertake daily reports with Programme Leaders where needed
- Communicate training and planning events with staff

Policies

- Maintaining a good working knowledge of the company's policies and procedures

Education

- Ensuring consistent application of Purple Patch's educational ethos as detailed in the 'Programmes Handbook' when covering at Programmes

Team Support

- Delivering on Lifelong Learning Programmes (when needed)
- Contributing to a briefing and de-brief at the beginning and end of each programme day (when needed)

- Supporting the set up and take down of the space (when needed)
- Supporting the capturing photographs and evidence of learner progression (when needed)
- Supporting and encouraging learners to engage within the sessions (when needed)
- Supporting and encouraging learners to take an active part in social activities over lunch and breaks (when needed)
- Supporting staff to comply with the following policies
 - Challenging behaviour and restraint
 - Communication
 - Equality and Diversity
 - Health and Safety
 - Personal Care, Toileting, Changing and Medication
 - Safeguarding of Adults at Risk

Communications

- Contributing to the company's ongoing business planning
- Monitoring and checking of social media
- Updating and tracking the company contacts database
- Undertaking mail-outs to key programmes contacts to support programmes recruitment
- Attending events to support programmes recruitment

Other Duties

- Undertaking other tasks requested by the senior management team to support the smooth running of the organisation

Person Specification

Essential:

- Experience of team working
- Ability to work within policies and procedures
- Ability to work from own initiative and problem solve independently
- Highly organised
- Excellent time management and ability to work to deadlines
- Excellent telephone manner
- Excellent communicator via email
- Proficient in excel, word and outlook packages
- Proficient in using social media for professional purposes
- Confidence when meeting new people
- Strong commitment to equality and diversity
- Willingness to work flexibly and travel for work
- Good sense of humour
- Willingness to wear purple

Desirable

- Experience of working within an office environment
- Experience of delivering arts based workshops
- Experience of working with people with learning disabilities
- Teaching qualification (or commitment to working towards one)
- Degree in arts or arts therapy subject
- Experience of working alongside services and / or support networks available to people with learning disabilities
- Car owner / driver (or willingness to make this commitment)

Application Process

We are committed to making our application process as accessible as possible, and our priority is to employ people who share our values. After being referred to us by your job coach we'll invite you to have an informal chat with our Programmes Manager, who will work with you to identify the best way for us to find out more about you.

Please note that the deadline for referrals is Friday 28th May 2021, with a view to starting in June / July 2021.

Contact

If you have any questions, need this information in a different format or have any other access requirements, please contact us by emailing bronia@purplepatcharts.org or ringing 077250 41801.

Data Protection Act 2018

We want everyone we work with to feel confident and comfortable with how any personal information they share with us will be looked after or used. To see our Privacy Notice please visit www.purplepatcharts.org/privacy-notice/