

Project Assistant - Move On Up Job Description

Purple Patch Arts is committed to creating a diverse environment and is proud to be an equal opportunities employer. In line with our commitments as a Mindful and Disability Confident employer all qualified applicants will receive consideration for employment.

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.

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

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.

About the Project

Move On Up is a National Lottery Community Fund funded project that will provide early support to 290 young people with learning disabilities and autistic young people in Leeds and Bradford leaving school, college and young people's services, empowering them to transition successfully to adult community services. The project has four strands:

- Work in partnership with local schools, colleges and young people's services to deliver interactive and creative Transition Groups that will focus on topics which equip young people with new life skills, so they transition to adult services feeling confident, with increased self-esteem and independence.
- Provide one-to-one support to young people who need longer-term, holistic support to transition to adult services. We will help them map the activities they want to attend and support them to attend taster sessions at local partner organisations.
- Work with partner organisations to train young people with learning disabilities and autistic young people to become Buddies, so young people attending taster sessions are supported by a peer.
- Support parents, families and carers by offering advice, information and guidance about community activities and funding arrangements.

Job Overview

To support the delivery of the Move On Up project, including creative Transition Groups, a Buddy programme, one-to-one support, and support to parents, families and carers along with the associated administration, monitoring and planning.

Based at:	Leeds office, with significant off-site working and optional home-working
Position report to:	Chief Executive Officer
Responsible for:	No line management responsibility
Type of Contract:	Fixed term from 1 st September 2021 to 30 th April 2025
Holiday Entitlement:	6 weeks per year pro-rata
Hours:	40 hours per week
Pay:	£19,380
Deadline:	Friday 23 rd July 2021

Key Responsibilities

- Maintain relationships with colleges, schools and community services for young people with learning disabilities and autistic young people.
- Plan and deliver transition workshops in line with the project plan and the Purple Patch Approach.
- Support the implementation and monitoring of one-to-one transitions support for young people and their support networks.
- Support the implementation and monitoring of a Buddy programme in conjunction with partner organisations.
- Develop and maintain communication with project participants and their support networks.
- Maintain an in-depth understanding of adult community services in Leeds and Bradford.
- Signpost participants to appropriate services.
- Support the management and delivery of marketing and communication activities.
- Support the implementation of monitoring and evaluation methods using the Purple Patch approach.
- Contribute to project reviews and the preparation of reports.
- Maintain a good working knowledge of the company's policies and procedures
- Undertake other tasks requested by the senior management team to support the smooth running of the organisation

Person Specification

Essential:

- Experience delivering interactive group learning using creative methods
- Experience of working with people with learning disabilities
- Experience of team working within an office environment
- Ability to work within policies and procedures
- Ability to work from own initiative and problem solve independently
- Highly organised with excellent time management and ability to work to deadlines
- Compassionate and accessible communication style

- Excellent communicator via email and phone
- 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
- Car owner / driver (or willingness to make this commitment)

Desirable

- Experience of working alongside services and / or support networks available to people with learning disabilities
- Experience of gathering and analysing monitoring and evaluation information
- Excellent report writing skills
- Degree in arts or arts therapy subject

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.

Please email your completed application form to fran@purplepatcharts.org and your completed equal opportunities form to bronia@purplepatcharts.org.

The deadline is 5pm on Friday 23rd July 2021. Unfortunately, applications received after this time cannot be considered. We will inform you of whether or not you've been selected for interview by 5pm on Tuesday 27th July 2021. Interviews will be held on 29th and 30th 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 fran@purplepatcharts.org or ringing 077159 03691.

Data Protection Act 2018

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