



# Purple Patch Arts Programmes Manager



# About Purple Patch Arts

At Purple Patch Arts, we use our unique Purple Patch Approach to support learning-disabled people to thrive and to be heard. Our approach uses creative activities, inclusive learning methods, and creates safe environments where everyone is empowered to express themselves, and to engage with, and understand, themselves, other people and the world around them. We listen to learning-disabled people, shape our work around their wants and needs, and support them to become powerful advocates for themselves and their community. We make magic together.

We see the impact of our work on a daily basis, in the increased wellbeing, confidence, independence and communication skills of our participants, and the ripple effect this has on their support networks.

We apply the 'Purple Patch Approach' to everything we do. Our Lifelong Learning Programmes empower participants across Yorkshire to explore, grow and learn new skills together, covering a broad range of topics that engage and challenge. 'Move On Up' is supporting learning-disabled young adults to face change with confidence as they move out of education. Our Purple Research Group is one of the only research groups for learning-disabled people in the country; their vision is for all research to involve learning-disabled people. 'Beyond Ramps' is our partnership strand, where we support other organisations to bring their work to life for learning-disabled people.

Our Purple Steering Group, led by participants from our Lifelong Learning Programmes, ensures that we are always moving in the right direction for our participants. And our innovative evaluation and consultation methods mean that our participants can express their opinions to help us to capture a true reflection of their experiences, wants and needs. You can read more about our current work on our website: [www.purplepatcharts.org/current-work](http://www.purplepatcharts.org/current-work)

# Our Values



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

## Humanity

We treat people with compassion and respect. We believe in people's abilities and value the contributions of everyone equally. We work flexibly, tailor our approach to every individual and build safe and supportive communities where people are free to be themselves.

## Passion

We believe in our vision and understand how our day-to-day work gets us closer to the world we want to see. We bring enthusiasm, joy and a sprinkling of magic to work. We don't settle and are constantly striving to find better ways of doing what we do.

## Creativity

We're not afraid to do things differently. We're inquisitive and open-minded. We love experimenting, learning, and coming up with new and innovative approaches. We're experts at thinking on our feet, being imaginative and looking at things from a fresh perspective.

## Authenticity

We're motivated by a deep passion and belief in the impact of our work. We're honest and genuine. We build real, long-lasting relationships with our participants, families and carers. We do what we say we will and own up to mistakes when we make them.



# Our Future Direction

We're a driven and passionate organisation with ambitious plans for development. Over the past 16 years we've established 12 Lifelong Learning Programmes across Yorkshire, developed other strands of exciting, groundbreaking work, and refined our approach to ensure that the opportunities we offer are of the highest possible standard, while continuing to evolve to meet the wants and needs of our participants.

The future direction of Purple Patch is based on three key areas of development: co-production, social connection and reflection.

## Reflection

At Purple Patch, we believe that learning is experiences that allow us to engage with and understand ourselves, other people, and the world around us. According to Kolb's Model of Experiential Learning, in order to learn and grow, participants must be given the opportunity and space to reflect on their experiences, express their thoughts, feelings and opinions, and understand the experience in the context of their broader lives. We want to ensure that we are having the biggest and best impact we can on our participants and believe that aligning our approach with Kolb's Model will open up new opportunities, benefits and innovations.

We have already begun to explore and implement opportunities for self-reflection in our Programmes and Projects, but plan to increase this so that reflection plays a much larger role in our future work. This approach is groundbreaking; as far as we know, no-one has done this with learning-disabled people before and a strong commitment to its development and implementation from our whole staff team will be essential to its success.

## Social Connection

Our first Participant Consultation highlighted that social connection is by far the biggest priority of our participants. We want to ensure that we are nurturing each participant's sense of community within, across and beyond our work, and are committed to ensuring that social connection is a central element of our future work.

## Co-Production

At Purple Patch, we work in partnership with learning-disabled people: we listen to participants, shape our work around their wants and needs, and support them to become powerful advocates for themselves and their community. We want co-production to become a more formalised part of our work, ensuring that learning-disabled people are a key part of the design, delivery, and ownership of what we do at Purple Patch Arts.

Co-production is not a new concept for us. Our Participant Steering Group is co-led by a dedicated set of participants from our Lifelong Learning Programmes who are being empowered to give us their thoughts on the running of Purple Patch, to ensure that people with lived experience are guiding the charity to be the best it can be. The Purple Steering Group regularly take part in the co-production of our work: they have inputted on our Scheme of Work, helped shape resources we have created for external organisations, and supported the creation of our key messaging. However, we believe that all learning-disabled people should be heard, not just those who step up to be advocates, like those in our Steering Group. We're increasingly understanding the role that we play in creating safe spaces in which learning-disabled people can express themselves, and we don't underestimate the power of this both on individuals and on society.

Our innovative Participant Consultations, designed in collaboration with our Board of Trustees and Purple Steering Group, are the first step towards ensuring that every participant has the opportunity to shape and co-produce the future work of the organisation. The outcomes of these consultations will form the basis of our Programmes' Scheme of Work, future projects and partnerships, participant progression routes, and more.

In addition to ongoing consultation to enable the co-production of Purple Patch's work and direction, we want to ensure participants have the opportunity to co-facilitate the work that they are designing. Again, co-facilitation is not new at Purple Patch; some participants are already leading the Programmes warm-up and cool down, participants co-facilitated workshops in our To Wander is to Adventure project, and our training sessions include videos that enable our participants to share their own views and experiences, to name just a few examples. But we know from the outcomes of our Participant Consultations that co-facilitation is something our participants want to do more of, and we are excited to create more opportunities for our participants to be meaningfully involved in the delivery of our work.

# Job Overview

*To manage the Programmes delivery staff team and oversee the day-to-day running of our Lifelong Learning Programmes*

**Based at:** Leeds Office with some home working and off-site working

**Position report to:** CEO

**Responsible for:** Lead Programmes Facilitators and Programmes Facilitators

**Type of Contract:** Permanent

**Holiday Entitlement:** 6 weeks per year, pro rata. Holidays to be taken out of term time, though requests for during term-time will be reviewed at the CEO's discretion.

**Hours:** 30 hour per week = 0.8 FTE

**Pay:** £34,000 pro rata; Actual salary: £27,200

## Key responsibilities:

### Staff and Quality

Line management of the Programmes delivery staff to include:

- Undertaking regular check-ins with Programmes staff and following up on any actions
- Undertaking termly 1 to 1's with Programmes staff and following up on any actions
- Ensuring staff wellbeing initiatives are in place and are being followed where appropriate
- Undertaking Programmes staff observations and appraisals
- Overseeing the quality of Programmes session plans
- Arranging termly full staff meetings
- Managing Programmes staff absence and cover
- Managing and monitoring Programmes staff training
- Managing Programmes staff recruitment
- Leading Programmes staff inductions

### Participants

- Managing serious incidents and safeguarding concerns
- Guiding and supporting Programmes staff to manage low-level incidents
- Following up on participant absences and incidents when needed
- Participant and support network pastoral care
- Supporting the Outreach Co-ordinator with participant recruitment
- Ensuring participant Access Needs Forms are kept up to date
- Attending participant reviews

## Programmes

- Overseeing the writing of the Scheme of Work
- Writing and sharing termly 'What We're Up To' documents
- Monitoring the Programmes Daily Reports and following up where needed
- Providing Programmes reports for board and staff updates
- Overseeing the booking and managing of venues
- Working with the Head of Development to oversee Programmes evaluation
- Overseeing the creation of an annual warm up and cool down
- Overseeing Programmes resources
- Programme delivery as required

## Other

- Overseeing regular Family & Carer Zoom Quiz Nights
- Overseeing Local Authority payments and contracts
- Overseeing monitoring for external organisations
- Inputting into the participant steering group
- Inputting into company strategy
- Maintaining a good working knowledge of the company's policies and procedures
- Undertaking other tasks to support the smooth running and the plans and priorities of the organisation

# Person Specification

## Essential criteria

*As a value-led employer our priority is to recruit people who share our outlook and vision. A strong applicant will be able to demonstrate all of the following:*

- A strong commitment to Purple Patch Arts' values, the Purple Patch Approach, and the future direction of the organisation
- A creative and dynamic approach to work
- Experience delivering interactive group learning using creative methods
- Experience of writing a Scheme of Work
- Experience of working with people with learning-disabilities
- Experience of working alongside services and support networks of people with learning disabilities
- Experience of line managing a dynamic and diverse team
- Experience of managing serious incidents and safeguarding concerns
- Experience of evaluation using accessible, creative methods
- Experience of facilitating reflective practice models

- Experience of co-production and co-facilitation
- Experience of team working within an office environment
- Ability to work from own initiative and problem solve independently
- A compassionate and accessible approach to communication
- A positive attitude to development and change
- Excellent communication skills in-person and via phone and email
- Strong administration skills
- Excellent organisational skills and time management, and the ability to work to deadlines
- Proficient in excel, word and outlook packages
- The ability to work within policies and procedures
- Willingness to work flexibly and travel in order to meet the needs of the organisation
- Strong commitment to equity, diversity and inclusion, and to making the world a better place for learning-disabled people
- Car owner / driver (or willingness to make this commitment)

### **Desirable criteria**

*While not essential, being able to demonstrate any of the following will strengthen your application:*

- Qualifications in the arts, creative practices and/or accessible and inclusive learning
- Knowledge and experience of using Kolb's Model of Experiential Learning
- Knowledge and/or experience of the challenges learning-disabled people face

# Application Process

Please email your completed application form to [megan@purplepatcharts.org](mailto:megan@purplepatcharts.org)

The deadline is **9am on Tuesday 5<sup>th</sup> May 2026**. 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 Friday 8<sup>th</sup> May 2026.

First round interviews will take place in the week commencing 11<sup>th</sup> May 2026. These interviews will take place over Zoom.

Second round interviews will take place in the week commencing 18<sup>th</sup> May 2026. These interviews will take place in-person.

## Equal Opportunities Monitoring

We would be grateful if you could also complete our anonymous Equal Opportunities monitoring form:

<https://forms.gle/44dhPRRzR7wLFimeA>

Please note that the data gathered will only be used to assess the success of our recruitment campaign in reaching a diverse range of candidates.

## References and DBS

Please be aware that employment to this role is subject to us receiving two satisfactory references. Should you be selected for interview and provisionally offered the position, we will then take up references; you will only be confirmed in the position once we are satisfied with the information received from your referees.

This role will involve working directly with adults at risk. Employment to this role is therefore subject to us receiving satisfactory Enhanced DBS check and Barred List checks, the cost of which will be met by Purple Patch Arts. Purple Patch Arts undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. If you are selected for interview, you will be given the opportunity to disclose to us any convictions and cautions that are not protected. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further details, and our compliance with the DBS Code of Practice please refer to our DBS Policy, which can be found on our website.

## Contact

If you have any questions, need this information in a different format or have any other access requirements, please contact us by emailing [megan@purplepatcharts.org](mailto:megan@purplepatcharts.org) or ringing 07510 330105.

## 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](http://www.purplepatcharts.org/privacy-notice)