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| **JOB TITLE:** | Social Action Project – Session Lead (Grade 1) | | |
| **REPORTS TO:** | Social Action Co-Ordinator | | |
| **SALARY:** | £12.81 per hour | | |
| **HOURS:** | 16 hours per week, flexible working to include some evenings and weekends as required | | |
| **LOCATION:** | Hybrid: Live! New Scene Centre, Lime Wood Close, Newton Lane, Chester, CH2 2HD,  Plus, home-working, and meetings & events across Cheshire West | | |
| **CONTRACT:** | Part-time, Fixed-Term until 31 May 2027  (potential to extend, dependent on funding secured to continue the project) | | |
| **HOLIDAYS:** | 33 days inclusive of public holidays per annum, pro-rata | | |
| **DBS:** | Enhanced DBS Check Required for all posts | | |
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| **About Us** | | | |
| **We are a small vibrant charity providing a variety of fully inclusive and accessible clubs and social activities for children, young people and adults, based at New Scene Centre in Hoole, Chester.**  **We are a pan-disability organisation, promoting inclusion and choice, and challenging disadvantage. Members come from throughout Cheshire, Wirral and North Wales. There are opportunities to develop self-esteem and confidence, improve physical and mental well-being, to work on personal, social, vocational, employability and independent living skills and most importantly, to make friends and have fun.** | | | |
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| **About the Role** | | | |
| We are looking for someone who is passionate about tackling inequalities, challenging disadvantage and empowering people with disabilities. We work with individuals and communities to create an inclusive, cohesive future for all.  At Live! we believe that members are not passive benefit recipients, but capable, pro-active citizens adding value to their local communities. Facilitating their positive contribution to society, destigmatising disability, championing diversity and inclusion advocacy are all essential elements of this role. We also provide a voice for our members to influence local and national policy and seek to collaborate with other charities and groups in this shared mission. We look to the post holder to support this important aspect of the charity’s work.  You will assist the Social Action coordinator in networking and building effective relationships with stakeholders (at all levels). Cultivating new partnerships, identifying innovative project opportunities and community engagement are also key. You will be able to reach out to new, diverse audiences, beyond the people and communities Live! has already engaged in our SA work to broaden the scope of impact, whilst strengthening existing links to increase capacity and raise aspirations.  A people person, with a high degree of energy, creativity & empathy, you will possess fantastic communication skills, and will have EDI, social action, education or youth-work experience. You will inspire, support and enable members to take action on issues that matter to them, in a way that suits their ability, needs and level of understanding. Your role will be that of facilitator first, with Live! members taking the lead in as many aspects of this work as possible.  You will enjoy the challenge of working within a person-centred, busy, diverse environment. Flexibility, an ability to prioritise, patience and a sense of humour are also essential! | | | |
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| **Key Responsibilities** | | | |
| * Support all Social Action Provision across Live! * Facilitate the activities of a proactive Social Action Committee (member-led charity governance function) * Support members to define, disseminate, deliver & review annual aims & objectives for the social action group * Help deliver Social Action based education & activities across the charity (in consultation with members) * Engage 3rd party providers to deliver person-responsive specialist sessions (e.g., PSHE, cyber-safety, 1st Aid etc) * Plan and deliver employability training in-house, to develop opportunities for volunteering and work * Deliver external training to raise awareness & optimise opportunities for neurodivergent individuals in Cheshire * Deliver outreach engagement at schools, community hubs & open days * Represent Live! at relevant meetings, events and conferences * Identify opportunities to share good practice and share / replicate the Live! model within other charities * Play a lead role in multi-disciplinary teams, both internal and external, to support Live! holistic approach to PSD * Support project evaluations ( led by SA co-ordinator) to identify and report on social impact * Manage all related aspects of H&S, including effective Risk Assessment & Management * Provide effective safeguarding, wellbeing and pastoral support for all SA committee and group members * Communicate and liaise effectively with members, clients, parents & carers, partners, professionals & public * Ensure sessions are tailored specifically to the needs of the group participating * Encourage & support members’ full participation & involve them in on-going planning, monitoring & evaluation * Encourage and maximise opportunities to develop independence in all tasks & activities * Adhere to all organisational systems, policy, process and procedural guidelines * Demonstrate consistent confidentiality in all matters * Work flexibly as part of a team, sharing ideas and experiences * Attend and contribute fully to weekly whole staff meetings & 1:1 supervision sessions as required * Identify personal development needs effectively, undertake any CPD training required * Assist the Senior Management Team in maintaining a professional environment * Any other duties commensurate with the role and reasonably requested managers in pursuit of Live! goals | | | |
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| **Equal Opportunities** | | | |
| We want Live! to be an inclusive and diverse organisation, where everyone feels supported, valued and able to be themselves. Please contact us to discuss any additional support you may need or reasonable adjustments we can make, to enable you to complete your application or participate fully in the recruitment process.  We are a Disability Confident committed and Inclusive Excellence committed employer, supporting a number of neurodivergent and disabled employees and volunteers. We encourage applications from people of any background.  However, we know that in our sector and locality, we particularly lack staff and volunteers from Minority Ethnic Backgrounds. If you identify as Minority Ethnic, we are particularly interested in receiving your application. | | | |
| **General Role Requirements** | | | |
| * Project delivery support * Pastoral, welfare and safeguarding support for members * Coaching & mentoring of individuals to complete member governance roles and work in the community * Ability to keep accurate, up to date records * Multitasking & organisational skills, prioritisation & time-management skills * GCSE English and Maths (or equivalent) at Grade 4 (C) or above * Digital literacy and computer skills and a working knowledge of Microsoft 365 / Office Suite * Consistent confidentiality regarding all safeguarding, business matters, HR and membership concerns * Hold or be willing to undertake and complete a First Aid at Work Qualification | | | |
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| **Person Specification** | | **Essential** | **Desirable** |
| ***Qualifications, Experience & Skills*** | | | |
| English and Maths GCSE (or equivalent) at grade 4 (C) or above | | **🗸** |  |
| Education and / or Training qualification (e.g. Assessor, Internal Verifier) | |  | **🗸** |
| Experience of working within Youth Services / Education / Advocacy / Inclusion / 3rd Sector | |  | **🗸** |
| Experience of preparing, delivering and evaluating group activities and sessions | |  | **🗸** |
| Experience of sourcing funding opportunities and submitting applications | |  | **🗸** |
| Experience of working with specific targeted groups e.g. vulnerable adults & children | |  | **🗸** |
| Experience of managing teams, individuals and volunteers | |  | **🗸** |
| Experience of building, developing & sustaining effective professional networks | |  | **🗸** |
| Microsoft 365 / Office Suite digital literacy / computer skills | |  | **🗸** |
| Inclusion, Equality & Diversity, Safeguarding knowledge / awareness | |  | **🗸** |
| Full clean driving licence and access to own transport | |  | **🗸** |
| ***Personal Qualities & Competencies*** | | | |
| Positive, Creative, Flexible & Fun with a good sense of humour | | **🗸** |  |
| Person-centred in approach and responsive to needs of others | | **🗸** |  |
| Collaborative team player with high aspirations | | **🗸** |  |
| Committed to providing a high-quality service for all stakeholders | | **🗸** |  |