



## Utopia Programmes Lead

**Job Purpose:** Programmes lead

**Responsible to:** The Head of Centre

**Salary:** £21,000 - £24,000 per annum (Dependent on experience)

**Location:** Rock Ferry, Wirral

**Contract type:** Full time (fixed term to December 31st 2021)

**Holidays:** 28 days per annum

**Directed Hours:** 8.30am - 16.30pm Mon-Fri

### Utopia Profile

Utopia is a social inclusion initiative that delivers a number of bespoke programmes to disadvantaged and vulnerable young people across Wirral. Lead by 3 directors who felt that the formal education system was not catering for all young people's skill set, the company was formed in September 2014 and has expanded the number of projects that we deliver to support a variety of young people. Our Alternative Education Provision allows young people at risk of disengagement from their current educational setting to access more bespoke and individual support with a focus on developing personal social skills, vocational qualifications and accessing intensive support in English and Maths. Our young carers programme provides holiday activity programmes enabling young carers to access respite from caring responsibilities, providing them with experiences that many have never had before. Our Get Real programme supports young people who have been in the care system in accessing employment and training opportunities through our employability qualifications. Throughout all our programmes Utopia provides young people with an accessible curriculum that is active and engaging. With a specific focus on developing key personal and social skills such as; confidence, resilience, motivation and teamwork.

At the core of Utopia's ethos is the belief that young people need a supportive and nurturing environment and the opportunity to develop personal and social skills in a practical way. The company works with a number of schools, voluntary and third sector organisations on the Wirral to provide high quality support and valuable learning opportunities to the most disengaged young people.

Participants enrolled on Utopia Programmes complete a qualifications including, BTEC Sport and Active Leisure, BTEC Media, BTEC Child Care, along side other short courses such as; BTEC Home Cooking, Sports Leader Award and First Aid qualifications. The curriculum is designed to engender a sense of achievement and to raise self-esteem. The Utopia Project curriculum model also addresses key skills gaps in young people's education by providing 1:1/small group English and Maths intervention. Enabling young people to develop confidence in a smaller setting and work towards GCSE and Functional Skills qualifications. This pioneering strategy has proved massively successful in supporting learners to overcome previous barriers to learning and as such we are looking to grow our dedicated team of teachers and support staff.

The successful candidate will be an outstanding, passionate and resilient individual, with significant experience in planning, delivering and evaluating the effectiveness of personal and social development programmes with extensive experience in working with difficult behaviour. They will make a significant contribution to the organisations expansion and be committed to our mission statement; *'To be relentless in the pursuit of educational equality'*.

Utopia is committed to the safeguarding and promotion of children's welfare. All appointments are subject to an enhanced check with the Disclosure Barring Service. The company follows the safer recruiting guidance, and references will be requested prior to interview. For more information please visit our website [www.utopiaproject.org.uk](http://www.utopiaproject.org.uk).

Visits to the centre are warmly welcomed. To arrange a visit or request an application form please contact **Chris Black** on 0151-647-7587 or 07719084493.

Start date: January 2021

Tel: 07719084493

Email: [office@utopiaproject.org.uk](mailto:office@utopiaproject.org.uk)

## Responsibilities

<b>Professional Duties</b>	
<ul style="list-style-type: none"> <li>• To support in planning, delivery and monitoring of a range of educational, personal development and wellbeing programmes run by Utopia.</li> <li>• To prepare and deliver the curriculum programme for small groups of young people.</li> <li>• To ensure that effective and up to date schemes of work are in place. To raise attainment for all young people.</li> <li>• To consistently plan, prepare and deliver, high quality, engaging sessions and activities that challenge learners with a wide spectrum of needs.</li> <li>• To be responsible for allocated programme expenditure including the hire of facilities, resources, lunches and other day to day running costs.</li> <li>• To be responsible for ensuring that effective assessment, recording and reporting arrangements are made for the young people you work with and use these structures in the next steps for planning and delivery.</li> <li>• To communicate effectively with young people, parents/carers and referral agency representatives.</li> <li>• To ensure that all young people are safe and to follow Utopia child protection and safeguarding policy and procedures at all times.</li> <li>• Work within the framework of the Utopia policies and procedures.</li> </ul>	
<b>Additional Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To make a positive contribution as a member of the Utopia team.</li> <li>• To actively promote the core values, standards and expectations that underpin the Utopia ethos.</li> <li>• Share good practice with and learn from colleagues within the Utopia team.</li> <li>• To support, coach and mentor Utopia programme volunteers.</li> <li>• To attend Utopia meetings and contribute to company development plans (when required).</li> <li>• To support and actively promote Utopia and present it in the best possible light.</li> <li>• To be committed to continuing professional development.</li> <li>• To adhere to Utopia policies and procedures.</li> <li>• To make safeguarding of young people a priority.</li> <li>• To undertake other such duties as may be reasonably required.</li> </ul>	
<b>Utopia will provide:</b>	
<ul style="list-style-type: none"> <li>• Opportunities for professional development.</li> <li>• Mentoring and support.</li> <li>• The opportunity to make a genuine difference to the lives of disengaged young people on the Wirral.</li> </ul>	

*Please note that the duties stated above may be varied to meet the changing needs and demands of the company as it evolves. This will be at the discretion of the Head of Centre in consultation with you.*

<b>Prepared by &amp; date</b>	Danny Cooke, Head of Centre - 19th November 2020
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