



## Utopia Activities Lead

**Job Purpose:** Activities Lead

**Responsible to:** Directors

**Salary:** £24,000 - £26,000 per annum (Dependent on experience)

**Location:** Wirral

**Contract type:** Full time (12 months fixed term)

**Holidays:** 30 days per annum

**Directed Hours:** 10am - 18.00pm Mon-Fri

### Utopia Profile

Utopia Project CIC is a social inclusion initiative that delivers a number of bespoke programmes to support vulnerable young people across Wirral. Lead by 3 directors with vast experience of working with young people, the company was formed in September 2014 and has expanded the number of projects that we deliver over this period. Our newly registered Independent Special School supports young people with autism, anxiety and emotional based school avoidance. In addition our hatch service is an emotional wellbeing service that supports young people aged 8-16 who are experiencing anxiety, low mood and depression in the form of 1-1 and small group intervention. 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. Our mission to provide Accessible, Approachable and Aspirational support in a way that puts young people at the heart of our services provides transformational results. Our ability to build trusting and meaningful relationships enables us to make long-lasting, positive change that helps young people to realise their potential and creates a sense of belonging for those who are part of our community.

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. We are expanding our offer across both our education and community services and are seeking an Activity Lead to deliver our personal development activities and employability programmes.

The successful candidate will be an outstanding, passionate and resilient individual, with significant experience in planning and delivering engaging and exciting activities for young people with additional needs. 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'*. In addition candidates will have considerable experience of co-ordinating groups on trips and visits and a sound knowledge of relevant health and safety legislation as well as a common sense approach to ensuring the welfare and safety of all young people. This post is an ideal position for candidates who excel working with young people in active and alternative settings.

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.

## Responsibilities

<b>Professional Duties</b> <ul style="list-style-type: none"> <li>• To recruit, deliver and evaluate our 'Get Real' Programme a 12 week employability programme for care leavers.</li> <li>• To work alongside the hatch service manager to co-ordinate and deliver half term and summer holiday activities for hatch service users</li> <li>• To work alongside the hatch service manager to co-ordinate and deliver half term and summer holiday activities for our young carers cohorts</li> <li>• To deliver personal development activities for young people accessing our education provision</li> <li>• To deliver classroom based sessions to small groups that develop the employability and social skills of young people.</li> <li>• To evaluate and monitor the quality of interventions through robust tracking</li> <li>• To manage a small team of staff and support them in the delivery of Utopia programmes.</li> <li>• To be responsible for allocated programme expenditure including the management of project budgets and to regularly report these to the management team .</li> <li>• To promote Utopia within the local community by forging links with local services and activity providers.</li> <li>• To provide regular reports to the board of directors.</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>	

<b>Prepared by &amp; date</b>	Chris Black, Head of Centre - 9th August 2023
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