



## Who are we?

We are a not-for-profit Community Interest Company called MY HELM CIC. We provide a safe space for kids, teens, and carers to come together, and share their interests in particular subjects whilst forging new relationships. The workshops and tutor clubs are delivered in a fun way with lots of interactive activities, where all attending can get involved at their own pace. Our priority is community, inclusivity, and socialisation so our aim is to create a space where all youths can come together whether they be neurotypical or neurodiverse. We look to nurture and support those dealing with anxiety and work to build an environment that promotes a voice and confidence within young people.

## JOB DESCRIPTION

Job Title: Freelance Workshop Facilitator

### 1. Main purpose of the job

Workshop Facilitators are responsible for delivering subject specific programmes to young people in our community club, youth centres. The programmes will be created and delivered by the workshop facilitator and consist of a series of 12 weekly workshops that run over each term. The type of workshops that you deliver may be based around, but not limited to art, music, literature, physical education, technology, Drama, science, Environmental projects, math's...

The aim will be to engage young people and encourage socialisation by promoting healthy relationships. Through the delivery of each workshop session, workshop leaders will achieve the following aims:

- Create an inclusive environment that allows a mixture of educational levels to take part in the sessions. We welcome neurodiverse children, so a comfortable and welcoming environment is key when delivering workshop content
- All sessions must be interactive and promote discussion without singling out individuals.
- All workshops must play to the children's strengths
- Sessions must be clearly delivered; strong communication skill are imperative. Instructions should be simple, and examples created for all sessions.
- Workshops should be child lead so being flexible is key when delivering workshops.



## 2. Position in the organisation

Reports to: My Helm Manager and workshop Leader

Responsible for: Kids club attendees 7-11years and Teen Club attendees 11-16years

## 3. Duties and key responsibilities

- Deliver workshops – deliver a range of face-to-face social games and subject based workshops to young people aged 7-16years; and workshops on the lived experience of your young people
- Undertake necessary administrative tasks – to ensure the preparation and smooth running of our workshops and events, including the maintenance of student and volunteer records using SLACK and Google drive software.
- Contribute to new ideas and ensure best practice – by providing feedback, taking a creative approach to delivery whilst maintaining the high standard of our sessions.
- Support our mentoring programmes - help oversee several mentoring programmes, develop mentoring resources, deliver mentor and mentee training, and facilitate mentoring sessions
- Maintain excellent relationships – with staff, volunteers, parents, and students, seeking to create new opportunities wherever possible; and building relationships with our young people including regular monitoring of their progress.
- Complete monitoring and feedback - ensuring feedback is completed by workshop participants and volunteers and is fed back to management and input for the organisation’s own records on Googledrive.
- Undertake other duties as deemed appropriate.
- Some travel to locations around Sussex and occasional out of hours’ work as required.

## 4. General responsibilities

- A commitment to Equal Opportunities, Education and Access issues
- A commitment to Child Protection guidelines
- A commitment to working with young people
- Having a clear DBS check (under 2 years)

		<b>CRITERIA</b>
<b>SKILLS AND ABILITIES</b>	E	Tutoring, teaching, teaching assisting or workshop delivery skills.



2023 Job Spec – Workshop Facilitator - 1/A

	E	Ability to empathise with young people
	E	Ability to understand and apply the requirements of Child Protection Legislation.
	E	Ability to respond positively to unexpected challenges.
	E	Ability to work collaboratively.
	E	Ability to speak to a wide range of audiences on complex issues.
<b>EXPERIENCE</b>	E	Experience of working with young people aged 7 – 16 years old, including the at-risk and marginalised.
	D	Experience of working in schools, PRUs, Home educated and or youth centre environments.
	E	Demonstrate enthusiasm for: community youth projects, promoting socialisation and creating an inclusive community hub.
<b>KNOWLEDGE</b>	E	Knowledge of a specific subject matter that can be easily translated into a workshop for children e.g.: photography, film, drama, art, science, English etc.
	D	An understanding of ANXIETY, AD(H)D, AUTISM, DYSLEXIA, DYSPRAXIA, DYSCALCULA or other high functioning neurodiversity
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	E	A flexible approach to work.
	E	Willing to work with vulnerable young people affected by PTSD, emotional or neurodiversity.
	E	A commitment to creating an inclusive and welcoming environment that is designed to except individuality and encourage confidence.
	E	Previous experience of working with children
	E	Enjoy working with children with a desire to support children's emotional wellbeing.
	E	Able to engage with children and other staff confidently, managing participation levels and basic workshop behaviour
	E	Have a sound understanding of children's concerns and emotions
	E	Have confidence to address challenging input from children appropriately
	E	Good listening and oral skills
	E	Effective time management skills to ensure punctual completion of workshop(s)
	E	Work well within a team, sharing and receiving information as well as supporting team decisions and goals
	E	Demonstrate energy, patience, and enthusiasm
	E	Demonstrate the ability to formally present to an audience

Other Information:

- My HELM not-for-profit CIC and is committed to equal opportunities, principles, and practices
- All staff, in their roles and working collaboratively, will be expected to pursue the aims and objectives of the CIC as set out in the overall strategic plan for the organisation
- All staff must work within the policies and guidelines adopted by the Charity
- All staff will participate in any supervision and appraisal system adopted by the Charity

Please submit your cv and covering letter to:

Laura Foster, founder

Info@myhelm.club