

**Leadership Connect Project Leader – Job description**

Leadership Connect is a flexible programme accessed by a range of young people who are disengaged or disengaging from school for a variety of reasons. Leadership Connect:

* Runs for 40 weeks a year, with 10 additional weeks for school holiday provision.
* Is primarily focused on young people between 10 and 16
* Sees 8-10 attend at any one time, with a mixture of secondary and primary age young people attending throughout a typical week
* Is typically attended for 3 hours per week but can be up to 20 hours
* As well as working with young people Centrestage run workshops within schools to ensure a partnership develops with teachers

The Centrestage Leadership Connect learning framework builds on strengths, believes that every child has greater potential than they currently display, including the potential to be creative with ideas for personal growth and lifelong fulfilment.

*Duties and responsibilities*

**People**

* To inspire and lead session staff to ensure participants enjoy participating in Leadership Connect and are given as many opportunities possible, to develop creative talents in a positive, innovative, inclusive and effective working environment
* To follow the Centrestage Leadership Connect curriculum framework which is built on an appreciative strengths based model, unlocking true potential and creativity of all participants
* To relentlessly display and follow the CS values and ethos in everything that you do and to coach all participants to do the same
* To partner with all CS projects to ensure opportunities are realised to allow all participants to be involved in the many different areas across Centrestage, that are relevant and appropriate
* To grow and develop strong working relationships with participants, local schools, families and key partners
* To contribute to the development, range and quality of learning by developing Connect curriculum through the sharing of good practice and your own experiences
* To ensure that any performance opportunities are addressed appropriately and in a timely manner
* To ensure that session staff delivery is of an appropriate level for the groups and ability of the participants being taught and ensuring best practice in teaching methods focussing on participant’s strengths
* To meet regularly with the team to develop and implement an overall strategy for the further development of activities and learning
* Attend regular meetings with your Line Manager and attend staff meetings where needed

**Operational**

* To ensure that reporting and evaluation administration is consistently up to date, ensuring funders and Centrestage expectations are being met
* To ensure housekeeping and CS buildings, equipment and resource is maintained to the highest of standards and within legal guidelines, any issues are quickly reported to Management
* To ensure that you have read and understood the content of the Centrestage Health and Safety policy and its recent amendments, maintaining a clean and safe working environment
* To work within the agreed budgets in consultation with the Project Supervisor
* To follow the agreed Leadership, Connect communication platforms in relation to participants, families, key partners and schools
* To provide timeous, helpful and accurate responses to parent, key partners and school enquires – seek advice if ever in doubt
* To ensure that you have read and understood the content of the Centrestage Health and Safety policy and its recent amendments, maintaining a clean and safe working environment
* To be aware of attendance and react quickly on any issues that may arise
* To ensure that participants are being contacted weekly to maintain focus and engagement – take an interest to find out how participants are doing especially if patterns of absence begin to show
* To ensure that all participants have the opportunity to record and log their learning and experience using the agreed methods/resources
* To assist in reporting quarterly to the Centrestage Communities Board on key project headlines
* Clearing up and cleaning after all sessions
* Working with all Centrestage policies and procedures in your working practice, including diversity and inclusion, child protection and Health and safety polices
* Attend training that is identified as necessary for you to carry out your role effectively
* Carry out any other appropriate tasks as reasonably required by the staff you are responsible to
* To work from Centrestage, any associated Centrestage Buildings and various Outreach Venues when required
* To carry out any other Centrestage related duty as and when required