

Job Description

Job Title: Learning and Wellbeing Producer (Lead Role)

Grade: SO2

Overall purpose of the job

Postholders in this role will be heavily involved in delivery of creative learning, wellbeing and health activities, including specific projects, inclusion work, settings development support (monitoring of programmes) and collaborations with individuals to help them progress towards their creative or wellbeing goals.

They will take the lead within either the creative or therapy/wellbeing programmes for specific types of activity, designing and developing further opportunities that might be offered outside of settings at centres, including in holiday programmes and community work and supporting a team of other practitioners in developing skills, knowledge and abilities to provide these. This specialist area will be identified as their Lead Role and they will work with managers to shape approach, pedagogy, inclusive practice and identification of need in this area, appropriate CPD and communications and coordination of collaborations when required.

In addition to this they will have a target level of delivery to generate income or deliver funded activities.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Deliver directed work within the collaboration programmes to high standards of pedagogy or therapeutic approaches, assessing needs and objectives with settings, individuals and partners, devising appropriate provision and monitoring and evidencing progress, generating data and information as needed for the service and others. Delivering this provision will include all aspects of preparation, liaison, organisation of activities and record-keeping needed.
2.	Producing provision in their specialist lead area that can contribute to collaborations and the development of opportunities for children and young people. They will identify the gaps in provision and unique opportunities that the service, across all its expertise, can support and create the programmes of work, communicate, test and roll out to potential participants when needed and develop the staffing team to support growth where practical.
3.	Lead service ensemble and project activities where appropriate within their work to contribute to the inclusion and learning programmes and the community well-being programmes. It is expected that postholders will carry out at least 10% of their provision of activities outside of settings development at centres or other venues as part of evening, weekend or holiday programmes.
4.	To ensure own practice and CPD are up to date and meeting applicable national standards/supervision in specialist and general delivery areas and take responsibility for developing further skills as needed. To identify appropriate CPD that can be offered internally or externally to contribute to their specialist areas of work and develop these as part of the service modular CPD for practitioners.
5.	To organise work to balance delivery and other time needed, ensure a good work/life balance and manage their wellbeing and health, minimising costs (ie travel) to the service where possible.
6.	To ensure a high level of effective communication with managers and colleagues and provide reports and information in a timely manner.

7.	To supervise Learning and Wellbeing Mentors, to support and coach them to develop their skills and abilities and deliver their assigned work effectively, escalating complex matters if required to their line manager.
8.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs and highlight safeguarding or other concerns following standard processes.
9.	To support collaborations, in particular work with settings by monitoring assigned settings during their work on site and liaising closely with school staff and the settings development manager teams.
10.	Contribute to wider service development by taking an active role in strategic forums and discussions, contributing and constructively challenging where required to help shape future service operation and provision.
11.	Carry out other assigned duties to support the organisation as required.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualifications where required for specialist area	Arts Education or Therapy/Wellbeing or Musical Inclusion	Essential
Higher Degree; Masters degree; Bachelor's degree + qualification; NVQ level 5 or equivalent; including all chartered professions and post-graduate qualification;	Postgraduate qualifications in relevant subjects	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Individual Progression	Extensive/Specialist/technical knowledge & understanding of how to support learning or wellbeing to meet individual need in their specialist area.	Essential
Quality of Delivery	Strong track record of delivering and helping others to achieve consistently high standards of creativity and wellbeing planning, delivery and evaluation, responding within expected timescales to requests.	Essential
Financial management	Able to draft viable budgets for small projects within their area of specialism and work with colleagues to monitor spend and income generation in relation to activities that they are leading.	Essential
Business and Marketing	Understanding of the processes that support recruitment and service profile of activities.	Desirable
Safeguarding	Able to demonstrate a high level of understanding with regard to the safeguarding of children and health & safety practice in education settings.	Essential
Skills		
Collaborative working	Able to consider multiple viewpoints and work within a collective decision making framework	Essential
Financial management	Proven track record in monitoring and achieving budget targets to support sustainable provision.	Desirable
Project management	Able to identify clear steps to achieving objectives and the elements that need to be considered in reaching them.	Essential

IT proficiency	Proficient in the use of Microsoft Office products and dedicated music packages at a personal level and in support of the team	Essential
Line management	Ability to supervise and support a team of staff to ensure alignment with service direction and development and effective delivery	Desirable
Communication	Able to communicate effectively and appropriately in different styles and methods according to need	Essential
Responsibility	Able to take the lead and responsibility for decisions made, undertaking additional activity where required to get the job done	Essential
Individual progression delivery	Demonstrable understanding of the mechanisms to plan and support the development of children and young people in an inclusive environment.	Essential
Ability to travel across the County	Able to organise and schedule own and team time to ensure reliable and punctual delivery of provision	Essential
Time management	Effective personal organisation and able to meet deadlines and administrative requirements whilst managing multiple priorities.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Performance management	Experience of managing a small team of staff, motivating, coaching and meeting high quality standards through others.	Desirable
Specialist Lead knowledge	Experience of the content and approaches that delivery high quality opportunities within their specialist area.	Essential
CPD and training	Experience of shaping and/or delivering training and development programmes to support staff development	Desirable
Project development	Experience of organising or supporting others to organise projects	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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