



Play a part

PARTICIPATION MANAGER

The Big House

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title: | Participation Manager |
| Reports to: | CEO / Artistic Director (Maggie Norris) |
| Working with: | Participation Assistant |
| Terms: | Permanent- full time - 35 hours per week (excluding breaks). Please note working from home is not possible with this role. |
| Salary: | £28,000 - £30,000 per annum (depending on experience) plus 5% pension contribution |
| Annual Leave: | 21 days + Bank Holidays plus 3 days in between Christmas and New Year (discretionary). The Big House grants an additional day of annual per year of service, up to a maximum of five additional days. |
| Probation: | 6 months |
| Hours: | Usual working hours are 9.30am - 5.30pm, Monday to Friday. Some out of hours working may be required on evenings and weekends (The Big House operates a Time off in Lieu policy where possible and practical). |

Primary function of the role

We are seeking a proactive Participation Manager to ensure the delivery and implementation of high quality support at The Big House, working to facilitate personal, social and educational growth in the young people who access our services to help them reach their full potential.

The successful candidate will be the main point of contact for all young people supported by The Big House and take the lead on all engagement, pastoral support, monitoring and evaluation activity. This role will also lead developing partnerships and finding employment and educational opportunities for our young people.



Play a part

About The Big House

The Big House has a simple mission: to enable care leavers to fulfil their potential.

The statistics surrounding young adults leaving care are stark and speak for themselves; a shocking 46% remain continuously NEET (not in education, employment or training) (2); 20% experience homelessness within two years (Shelter); and they are four times more likely to commit suicide (Barnados). Whilst only 1% of children in England & Wales have been in care, they account for 23% of adult prisoners and 40% of all prisoners under 21 (3).

Through drama and individualised long-term support we help care leavers overcome traumas experienced in childhood so they can make the complex transition from looked-after child to independent adult. The Big House's main activities are: drama and employment workshops, the Open House Project and The Get-In.

The Open House Project

The Open House Project runs twice a year. In each, 15 care leavers and other vulnerable young people facing problems such as homelessness or family breakdown, participate in an intensive 3-month programme of drama participation, pastoral support and life/employment skills workshops which culminates in a three week run of a full-scale theatre production. Each young person who takes part in this project can be matched with a personal mentor and access support from a psychotherapist. This helps transform their lives; equipping them with the skills needed to become job ready, lead independent lives and fulfil their potential.

The Get-In

The Get In is a bridge project designed to facilitate a supportive environment for young people who are not yet emotionally or practically prepared to participate in our Open House project. Developed in response to feedback from our members, it is a 4-week series of workshops focused on building relationships, encompassing elements of group and peer-peer mentoring. Parallel to the workshops, young people have regular 1:1 sessions with our pastoral team to assess and monitor their needs and vulnerabilities. Upon completing the Get-In, our Participation Manager plans next steps with each individual, including which upcoming TBH project they are most suited to.

Impact of our Work

Through our work we have seen the transformational effect that drama can have on at-risk young people's lives. The strict discipline required to produce professional theatre imparts vital transferable skills including time keeping, focus, team working, effective communication, ability to regulate emotions and make better informed decisions; empowering and equipping the young people with the skills needed to become self-reliant. We have found drama to be an excellent tool for engaging young people in the project, bringing them from the margins to the centre of society.

Play a part

Since being established in November 2012, The Big House has gone from start-up to award-winning charity.

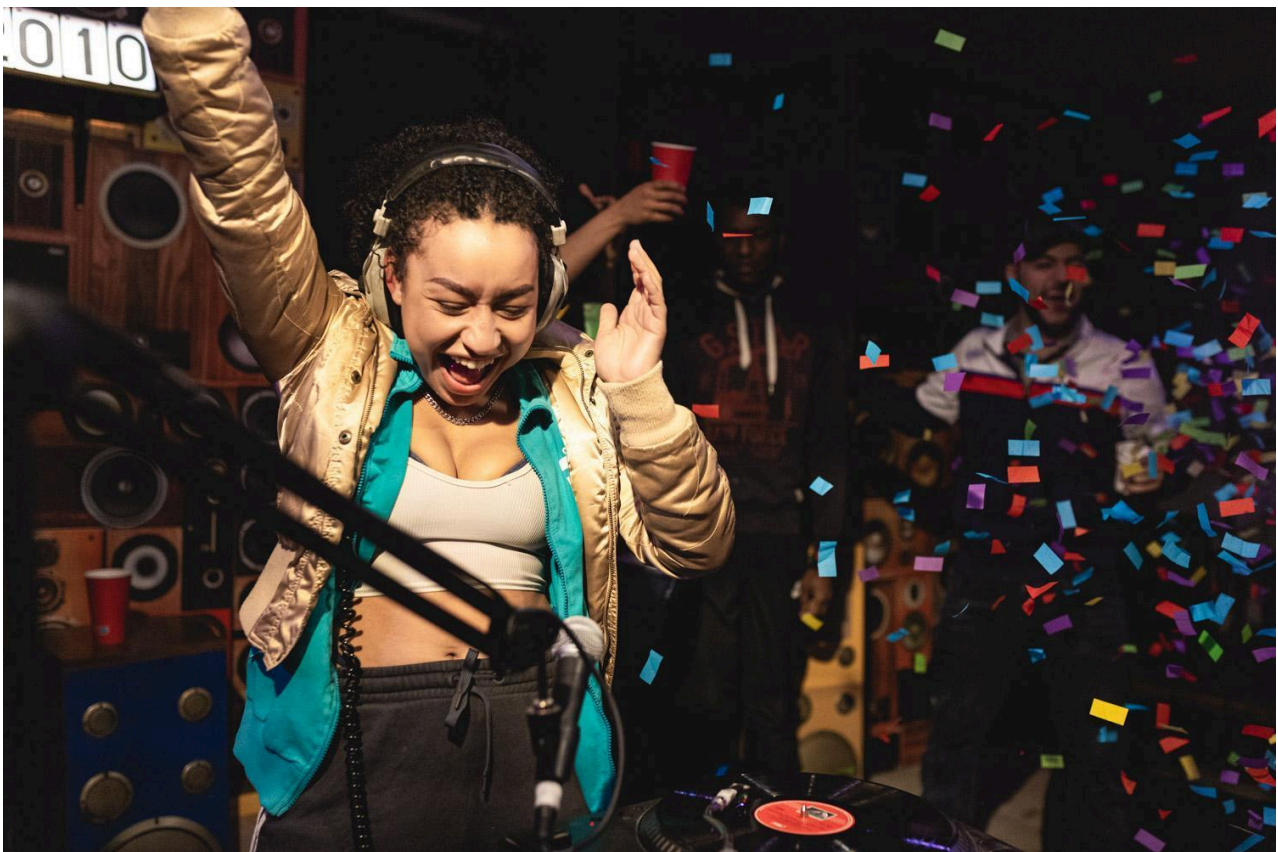
Reputation

"Care leavers have a stigma, but here there are so many people who want to do good and do well in life, but [before coming to The Big House] they just didn't have the connections and support system. I've seen amazing changes in people." **C, aged 21**

"(Bullet Tongue) is a great night out, and sometimes a shocking one too ... a brilliantly spikey piece of promenade theatre created by The Big House, a charity working with care-leavers and young people at risk, gives it straight to us from the horse's mouth." **Lyn Gardner- Theatre Critic**

"Visceral storytelling. Shot through with moments of pure theatre, graced with vivid, moving performances by an excellent young cast." **Jez Butterworth - Playwright**

"I'm convinced The Big House is plugged into the community in a way that other charities are not. A genuine life transformer, helping the lost to locate a path and stick to it." **Sir Lenny Henry CBE**





Play a part

Job Description:

The successful candidate will be the main point of contact for all young people supported by The Big House and take the lead on managing recruitment, employment and mentoring opportunities. This role would suit a proactive initiative taker. Key responsibilities include:

Engagement and Pastoral Support:

Engage and recruit hard to reach new referrals, including being the main contact for all referral partners (e.g. probation officers, youth offending and leaving care teams), making outreach visits and attending events representing the charity to recruit young people on to our programmes.

Engaging young people in The Big House's activities including drop-in drama workshops, the intensive Open House Project, the Get In, additional skill development projects (Hot House and Flex programmes) and trips to the theatre, access to support from a psychotherapist and mentor.

Provide guidance and support on the Open House Project including pastoral support, advocating on their behalf, identifying suitable employment, training and education opportunities.

Signposting young people to external partners where beneficial for further help with issues such as housing, mental health and legal advice.

Building relationships and growing a network of partner organisations who can champion the work of The Big House and provide employment opportunities, apprenticeships, internships and paid work for the young people.

Programming appropriate life skills and employability workshops on the Open House Project including leading workshops where necessary, and booking guest speakers for the drop-in workshops.

Ensure the implementation of appropriate safeguards and risk management processes across The Open House Project, drop-ins and other projects developed for the young people.

Assist with the development and management of new projects that encourage the participation and involvement of young people, ensuring they are delivered on time, to budget and meet the aims and objectives of The Big House.

To act as the organisations designated safeguarding lead and ensure safeguarding best practice is followed and update policies accordingly.



Play a part

Monitoring and Evaluation:

Work alongside the Participation Assistant, overseeing the monitoring and evaluating of each young person on the Open House Project and support the monitoring and evaluation of all other TBH projects.

Contributing to fundraising bids and reporting, particularly with case studies and monitoring and evaluation findings.

Development of the evaluation and monitoring policy and processes to ensure they are effective and suitable for activities delivered and accessible for the young people we work with.

Work with the Board of Trustees Safeguarding Lead to prepare quarterly snapshot reports for the Trustee meetings on young people's engagement and safeguarding.

Alongside the Participation Assistant, managing and updating Lamplight (our central database for members) with activity logs, safeguarding reports and referral information.

Partner Development for EET Outcomes:

Build a wide range of partners across different industries to access employment, education or training opportunities for the young people who are members of The Big House boosting our EET outcomes.

Ensure young people taking on roles within partner organisations and within The Big House are provided with the correct training and support to help them sustain the opportunity.

Administration and General:

Ad-hoc administration and some Ad-hoc support on the productions and fundraising events may include helping with ticket sales, guest lists and front of house.

Coordinating and referring young people to our mentoring partnership with SAYes Mentoring, and supporting the objectives in line with our Service Level Agreement (including signposting and recruitment of young people, initial introductions and monitoring of relationships in liaison with partner)

Coordinating and referring young people to our therapeutic partnership with The Therapeutic Consultants, in liaison with the team and young person and in line with our agreed offer

Represent The Big House at internal and external events.

Any other duties as required.



Play a part

Person Specification

| | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Experience and qualifications | | |
| minimum 5 GCSE's or equivalent (grade C or above) | | ✓ |
| Level 2/3 Youth Work or equivalent | | ✓ |
| Further education or formal qualification in social work or counselling | | ✓ |
| Education to Degree level or equivalent | | ✓ |
| Demonstrable track record of supporting vulnerable young people | ✓ | |
| Experience of advocating on behalf of vulnerable young people (including filling out personal forms) | ✓ | |
| Experience working in a small charity or a not for profit environment | | ✓ |
| Experience and/or relevant training in mental health, drug abuse and/or domestic violence | | ✓ |
| Knowledge | | |
| Social Care System | ✓ | |
| Awareness and knowledge of the following issues relating to young people: housing & homelessness applications, rights of the care leaver, benefits & welfare, Youth Justice (specifically, employment with criminal record), immigration rights and substance misuse | ✓ | |
| Effective mediation and conflict resolution skills when working with groups in emotion-evoking environments | ✓ | |
| Knowledge of Safeguarding practise(demonstrable to a high level e.g. CHSCB registered, attended level 2 and 3 safeguarding training) | ✓ | |
| Up to date knowledge of the General Data Protection Regulation | ✓ | |
| Up to date knowledge on mental health first aid | ✓ | |



Play a part

| Skills/abilities/ competencies | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| Strong prioritisation skills | ✓ | |
| Excellent organisational skills | ✓ | |
| Ability to drive for improvement and great attention to details | ✓ | |
| Outstanding relationship building skills | ✓ | |
| Highly effective interpersonal and communication skills, including the ability to motivate young people and present oral and written reports | ✓ | |
| Strong negotiation and influencing skills | ✓ | |
| Ability to effectively write up case notes and file reports | ✓ | |
| Confident and successful use of IT systems and packages, including google drive | ✓ | |
| Personal Attributes | | |
| Positive attitude and collaborative team player | ✓ | |
| Diplomatic and empathetic | ✓ | |
| A passion for helping young people to fulfil their potential and live independent lives | ✓ | |
| Enthusiasm and passion for the work of The Big House | ✓ | |
| Inclusive approach which welcomes and relates to people from many different backgrounds | ✓ | |
| Ability to maintain professional boundaries and maintain a high level of confidentiality and discretion at all times | ✓ | |
| Commitment to equal opportunities | ✓ | |



Play a part

This post is subject to satisfactory enhanced DBS clearance and two references.

General:

The post-holder will be expected to adhere to all organisational policies, including safeguarding and health and safety. The post-holder will be expected to represent the charity at events and external meetings which may require some evening and weekend working.

Equal Opportunities:

The post-holder will be expected to implement The Big House's Equal Opportunities Policy in all aspects of their work.

Confidentiality:

The post-holder will be expected to abide by The Big House's Confidentiality Policy at all times.

Safeguarding Children:

The Big House is committed to safeguarding and promoting the welfare of children and young people and the post-holder will be expected to follow safeguarding procedures.



Play a part

How To Apply:

Please submit a completed job application form and Cover Letter (no more than 2 sides of A4). These should demonstrate your relevant experience ensuring this is in line with the job description/person specification and why you are motivated to work with The Big House.

Send applications to Finance & Operations Director, Sarah Stallwood-Hall at sarah@thebighouse.uk.com. Please make the subject line: Participation Manager application.

Closing date for applications: Wednesday 1 May 2024, 12pm.

Interview Dates: WC 6 May 2024

Start date: ASAP / depending on notice period.

The recruitment process is open to all. If you require any additional support when applying or during the interview process, we are happy to make any reasonable adjustments to ensure that our recruitment is as accessible as possible. If you have any questions regarding the application process, please contact Sarah, sarah@thebighouse.uk.com

The Big House is an equal opportunity employer. We welcome applications from all groups, especially those underrepresented in the arts, and actively encourage those from diverse backgrounds to apply.