

# TransformShoreditch Projects Support Worker Job Description

**Salary**

£18,000-26,000

**Accountable to**

Creative Programmes and Education Manager

**Working Hours**

Full Time/Flexible

**Contract**

12 months Fixed Term (with a view to extend dependent on funding)

## About Us

TransformUK was birthed from a local East London church, Shoreditch Tabernacle Baptist Church (STBC). TransformShoreditch is the pilot project of TransformUK and is a partnership between STBC and TransformUK. The project serves the community of East London by delivering a range of projects for families, those who are vulnerable and young people.

We are motivated by following the example Jesus gave us to love our neighbours and serve the poor and needy in our society. We look to demonstrate Gods love in real, practical, transformational ways. We do this using an inclusive approach with anyone being able to join the movement to bring about transformational love from any faith background or none. We do not deliver religious programmes, we simply demonstrate love in ways that actually make a difference; excellent programmes delivered by exceptional staff!

We believe that love can transform every individual and the communities they are in, no matter what circumstances and challenges they face. We call this 'Transformational Love'. We have established the following programmes to tackle disadvantage and disengagement so that every individual can experience genuine love and real positive change to their life circumstances and we have seen incredible examples of this in the last few years.

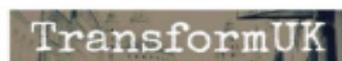
**TransformCommunities;** a range of community projects responding to local need in partnership with local churches - tackling poverty at the grassroots.

**TransformEducation;** high quality alternative provision and interventions - improving life chances for the most disengaged

**TransformEnterprises;** establishing local community enterprises & international partnership projects - creating real employment opportunities



TransformShoreditch  
is a partnership between Shoreditch Tab and Transform UK




"Bringing transformational love to our local community"



TransformShoreditch is in an exciting time of growth, in fact, we often are due to the fast paced and ever changing nature of how we work! With our education programmes for some of the most disengaged and disadvantaged students in East London our ever growing youth club provision, our new music studio, projects for those who are homeless, vision to develop new initiatives and our awesome space we are now in need of a fantastic person to help organise us! We have secured various contracts and funding which require support with monitoring and reporting and we are keen to release capacity of our delivery team by improving the administration support.

All of our programmes aim to raise emotional and social intelligence and, where appropriate, are underpinned by our Character Education Framework which aims to develop the below Character Strengths. We encourage our staff, volunteers and all project participants to develop in these behaviours and attitudes and to not only own any past struggles or adversity but use these to propel their future success!



## About The Role

This role has a primary aim of supporting the TransformShoreditch Creative Programmes and Education Manager and the TransformShoreditch team in delivering excellent projects and programmes for our young people, homeless and elderly. You will be planning and delivering creative, innovative and high-quality workshops on both our Community and Education Programmes. These workshops and sessions will work in line with our Creative Curriculum and Character Education framework, as well as ensure project participant consultation, with a focus on personal and social development and the attainment of relevant qualifications where applicable.

You will be responsible for the planning and delivery of our weekly Youth Club – with the support of a fantastic team of highly skilled staff – and will help design and implement new systems and processes on this project to ensure our young people have the best experience and lives continue to be transformed! You will also take a lead on our newer initiative to pastorally support women who are homeless to transition into sustainable housing. In addition, you will support with delivery on our Education Programme for young people facing significant challenges in their education. This could look like 1:1 coaching and mentoring, offsite trips and tailored sessions relevant to support their progression. You will have administration responsibilities to capture the impact of your work and

# TransformShoreditch

TransformShoreditch  
is a partnership between Shoreditch Tab and Transform UK

TransformUK

THE TAB  
CHURCH

"Bringing transformational love to our local community"

City &  
Guilts

ASDAN  
Registered Centre

TOWER HAMLETS

arts  
award

will support the Creative Programme and Education Manager with project planning and raising the profile of our work in the sectors of homelessness, education and young people.

Alongside other team members, you will hold a small caseload of young people and will support the team in liaising with other professionals, schools and agencies to support the Young People who access our programmes. You will have the opportunity to plan, deliver and co-ordinate coaching interventions, trips and experiences which support real transformation; personal, social and/or educational progression.

## Main responsibilities

You will work closely with the Creative Programmes and Education Manager and wider team to support the overall delivery of our projects and programmes. This includes:

- Plan and deliver high quality workshops and sessions which connect to creative curriculum and SOW
- To plan and deliver workshops and lessons around Character Education Framework.
- To plan and deliver high quality coaching sessions for one to one intervention with young people and those who are overcoming homelessness
- To support with the planning and delivery of the following qualifications: Arts Award, Food Safety and Hygiene Level 2 and ASDAN quals
- To support a caseload of young people
- To liaise with professionals working with young people and attend professionals meetings where necessary
- To have 1:1 sessions with women overcoming homelessness and support their transition and ability to have sustainable accommodation and manage their household
- To plan and lead on Youth Club timetable – coordinating sessions and internal staff delivery as well as externals where relevant
- To work with Creative Programmes and Education Manager to develop the quality of all TransformShoreditch Programmes and capture the voice of our Project Participants to help inform and shape our programmes
- To actively support the profile raising of TransformShoreditch's work by attending relevant forums, strategy meetings and engaging in wider sector policies where applicable

# TransformShoreditch

TransformShoreditch  
is a partnership between Shoreditch Tab and Transform UK

TransformUK

THE TAB  
CHURCH

"Bringing transformational love to our local community"



## About You

### Qualifications

1. Educated to GCSE level or equivalent

### Experience

2. Proven experience of working with young people to achieve positive outcomes
3. Proven experience of teaching/facilitating group work
4. Proven experience of on-going commitment to own Continuing Professional Development.
5. Proven experience of successful team working
6. Proven experience of coaching/key working of young people and/or those who have experienced homelessness
7. Proven experience of planning of workshops/curriculum.

### Knowledge and Understanding

8. Understanding of and commitment to the TransformUK vision and ethos to bring 'transformational love to the poorest parts of the UK'.
9. Understanding of partnership model of TransformShoreditch and the importance of our partnership with Shoreditch Tabernacle Baptist Church
10. Compassionate towards the needs of students, families and young people at TransformShoreditch as well as those who are vulnerable- homeless and/or elderly or facing other barriers
11. Understanding of how to effectively lesson plan and engage young people into programmes and projects.
12. Understanding of how to meet contract and project outcomes through delivery.
13. Understanding of effective strategies for delivery.
14. Understanding of the importance of adhering to policies and procedures in place
15. Understanding of the need for and commitment to flexible working across the whole staff team

### Skills and Qualities

16. Effective communication and great character
17. Strong interpersonal and relationship building skills
18. Organised and structured approach to completing tasks
19. A positive attitude to work and life with a sense of humour
20. Proactive engagement in developing Character Strengths as defined in our framework (optimism, humility, self-discipline, gratitude, resilience, unity, compassion).
21. Passionate about young people and personal progression.
22. Flexible and adaptable.

# TransformShoreditch

TransformShoreditch  
is a partnership between Shoreditch Tab and Transform UK

TransformUK

THE TAB  
CHURCH

"Bringing transformational love to our local community"



We are extremely flexible in the way we work and are keen to hear from a diverse range of candidates so please do get in touch if you would like to ask any questions regarding the role or application process. You can contact Dominy Roe, our Director, by emailing [dominyroe@transformuk.org.uk](mailto:dominyroe@transformuk.org.uk)

**DEADLINE: 5PM Friday 29th November 2019**

# TransformShoreditch

TransformShoreditch  
is a partnership between Shoreditch Tab and Transform UK



"Bringing transformational love to our local community"

