JOURNAL to dreams

JOB ADVERT: PROGRAMME FACILITATOR

DEADLINE: 28TH APRIL 2025

Journal to Dreams is an award-winning organisation dedicated to personal development, with a mission to guide individuals back to themselves. Our primary objective is to enhance the well-being, personal growth, and ambitions of the families, young people and adults we engage with through personalised interventions, programme facilitation, and self-help materials.

We aim to cultivate an environment where our team feels acknowledged and respected, nurturing inclusivity and fostering innovation among all team members. Our team is dedicated to prioritising the well-being of both themselves and the community they serve in all our endeavours.

Job Title and Overview

We are seeking a **Programme Facilitator (freelance contract)** with a deep-seated commitment to enhancing the well-being and development of adults and young people in educational and community settings throughout the West Midlands. This role entails conducting organised group workshops and providing individualised support sessions to empower our community, fostering self-confidence, creating safe environments, and encouraging positive social outcomes.

Essential Job Functions

- To interact and work with a diverse community of both adults people in group and one to one settings. (including but not limited to young parents, care experienced children, SEND, at risk of offending, substance misuse recovery, families)
- To design, implement, deliver, and assess interactive workshops tailored individuals, focusing on addressing topics that directly influence their daily lives.
- To conduct workshops that cultivate a sense of purpose and ambition amongst individuals.
- To establish a secure environment where our participants can freely explore their values and identities.
- To encourage the development of positive peer relationships amongst programme participants
- To build relationships to strengthen and promote social and emotional growth
- To assess participant engagement through weekly record keeping, feedback and photo evidence
- To cultivate a professional relationship with the school or community provision staff to optimise outcomes for our community.

Education and Experience

- A relevant qualification in social work, youth work, community work, teaching, criminal justice, childcare or relevant qualification.
- Experience working directly with children and young people and adults
- Experience working with vulnerable members of our community
- Experience facilitating workshops and 1-1 support sessions.
- Current enhanced DBS check

Working Conditions

Working Conditions	Details
Position	Programme Facilitator (freelance contract)
Hours	Part Time: up to 6 hours per week (Weekdays, occasional weekend)
Location	Place of work will be educational and community settings across the West Midlands
Salary	£20 p/h (freelance contract)
Reporting to	Journal to Dreams Director
Contact	Pariss Sailsman (journaltodreams@hotmail.com)

Responsibilities

- To plan, deliver and evaluate group sessions in accordance with needs of participants
- To manage confidential information regarding programme participants
- To respond appropriately to any safeguarding concerns
- To monitor and evaluate the programme through feedback, photographs and case studies
- To liaise with community/school professional regarding the well being of young people
- To build meaningful relationships with adults, families and young people
- Working as a freelance facilitator, responsible for your own declaration to HMRC

Journal to Dreams benefits

- Supervision
- Training opportunities
- Flexible working

- Team social activities
- Competitive rate of pay
- Opportunity to work alongside other reputable organisations including Birmingham Children's Trust

How to apply

Please apply to journaltodreams@hotmail.com by **Monday 28th April 2025** by submitting the two documents below.

- A current CV including contact details for one referee (from an employer/placement or voluntary placement)
- A supporting statement, of no more than 2 sides of A4, explaining your motivation for applying for this role. The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Interview selection is based on the evidence you provide against the requirements of the role.

Questions

Our CEO, Pariss Sailsman would be happy to respond to any questions you might have about Journal to Dreams and the job role. Please email **journaltodreams@hotmail.com**

Applicant Considerations

Please inform us if you need any modifications to the shortlisting process or wish to share information for us to consider during the assessment of your application. Should you be chosen for an interview, kindly notify us of any accessibility requirements or necessary accommodations needed during the interview or assessment process at that time.