



Programme Facilitator

Job Pack

Key Information:

Job Role: Programme Facilitator

Reporting to: Operations Manager

Responsible for: Volunteers and Work Placements

Location: Flexible (Lancaster city centre offices, home working and Preston city centre)

Remuneration: £25,974 (£13.50 per hour) plus 3% pension contribution

Annual leave allowance: 25 days per year (plus Bank Holidays)

Working Hours: 37 hours per week, including early evenings and some weekends

Main purpose

The *Programme Facilitator* is responsible for the planning, delivery, and evaluation of regular workshops and activities facilitated through our three core programmes: *Time to Breathe*, *RESTORE*, and *Rise to the Challenge*. These workshops will be delivered mainly in community settings and schools across Lancaster District and Preston, engaging young people in meaningful, participatory, educational, and inspiring sessions.

Primary Duties and Responsibilities

Workshop Delivery

- Plan and facilitate engaging and interactive workshops that support the objectives of *Time to Breathe*, *RESTORE*, and *Rise to the Challenge* independently and as part of a team
- Attend *Rise to the Challenge* expeditions and residentials.
- Adopt an inclusive and flexible approach to workshop planning to meet the varying needs of different groups, ensuring accessibility and inclusivity.
- Use a variety of creative and experiential learning methods to engage young people.
- Foster a supportive and safe environment to enable participants to fully engage and develop new skills.
- Evaluate workshop impact and effectiveness through feedback and assessment tools.
- Collaborate with other facilitators and external partners to enhance workshop delivery and impact.

Responsibility for Young People

- Take a lead on recruiting young people for our three programmes.
- Be the main point of contact for young people and their families.
- Support, encourage and enable young people to fully access and engage in all activities.
- Identify and address any additional support/access issues relating to participant needs.
- Develop and implement appropriate behaviour and attendance strategies where needed.

Administrational

- Contribute to evaluation documents and impact reports.
- Build relationships and networks with young people, organisations, schools, care providers and alternative education providers.
- Complete registers and monitoring documentation.
- Complete reports on young people's development through all three programmes.
- Support the charity in telling our story by capturing high quality photographs and quotes regarding our work for dissemination on our social media platforms.

General

- Attend regular supervision meetings with the Operations Manager.
- Complete required training including Safeguarding, Mental Health First Aid, and Emergency First Aid at Work.
- Abide by all company policies and procedures.
- Report safeguarding concerns immediately to the Designated Safeguarding Officer (CEO).
- Engage in Continuous Professional Development (CPD) opportunities.
- Work flexibly, including evenings and weekends, to meet the charity's needs.
- Assist in delivering other LYC projects and activities as needed.

Person Specification

Essential Criteria:

- A strong passion for supporting young people to achieve their full potential and overcome challenges.
- Experience of working professionally with young people either in a youth work, youth arts, outdoor education or school setting.
- Demonstrated ability to provide encouragement and guidance to young people in a way that fosters confidence and resilience.
- Proven experience in delivering engaging workshops or activities that are educational, interactive, and supportive of young people's personal development.
- Ability to adapt content and delivery methods to meet the specific needs of different age groups and diverse backgrounds.
- Excellent verbal and written communication skills to effectively engage with young people, their families, and colleagues.
- Strong teamwork skills, with experience working with multi-disciplinary teams to provide holistic support for young people.
- A compassionate and non-judgmental approach to understanding the difficulties young people face, including mental health issues, social disadvantage, and family challenges.
- An ability to adopt a trauma informed approach to practice
- An ability to adopt a flexible and reflective approach to planning and evaluation
- Experience in tracking and monitoring young people's progress and ensuring that documentation is clear, detailed, and secure.
- A thorough understanding of safeguarding protocols and a clear commitment to the welfare and safety of young people.
- Willingness to engage in regular training and supervision to improve practice and remain up to date with the latest youth work methodologies.
- Strong problem-solving abilities, with experience managing conflicts and resolving challenges in a constructive and empathetic manner.

Desirable Criteria:

- Knowledge of local community services and resources available to young people in Lancashire.
- Qualifications in youth work, social work, or a related field.
- Full driving licence.

Overview of Lancashire Youth Challenge:

Lancashire Youth Challenge is an award-winning registered charity (1163469) who work with and support young people aged 11-25 years who live in North Lancashire and Preston. We nurture, support, and empower young people to discover their potential, cultivate resilience, and build a foundation for lifelong success.

We deliver three distinct programmes providing physical, creative, emotional wellbeing and outdoor activities including residential and expeditions designed to provide young people with the tools, skills and resources needed to live happy, healthy, and meaningful lives.

We adopt **a strength and asset-based approach to our work with young people, and we encourage the celebration of achievement, youth empowerment, collaborative working, and youth-led practices.**

We recognise that all young people have the potential to achieve personal success and gain new skills when given an equitable opportunity, meaningful encouragement, and quality engagement.

VISION

Lancashire Youth Challenge envisions a future where every young person in our community possesses the resilience, robustness, and confidence needed to navigate the complexities of life and shape their own destinies.

MISSION

Lancashire Youth Challenge, nurtures, supports, and empowers young people in Lancashire to discover their potential, cultivate resilience, and build a foundation for lifelong success.

VALUES

Empowerment: Empowering young people to overcome challenges and craft the lives they wish to lead

Inclusivity: Ensuring all young individuals, regardless of background, have access to transformative experiences.

Equality & Equity: Ensuring our programmes of activity are 'fit for purpose' and meet the needs of each participant.

Innovation: Continuously adapting and developing activities to meet the evolving needs of young people in the 21st century.

Collaboration: Embedding collaborative practices into the work of Lancashire Youth Challenge; to ensure high quality delivery of our purpose with young people, communities, and stakeholders.

History of Lancashire Youth Challenge:

Lancashire Youth Challenge began life as an informal partnership between several youth & community organisations in Lancaster with a vision to explore how physical fitness activities, creative arts practice, sports activity, and outdoor adventure activities could be combined into an innovative & holistic programme of participation.

In 2013, we delivered our first project, a long-distance cycle and film making challenge. The challenge was a great success, receiving national interest and we were awarded the Sport England Youth Project of the Year Award at Westminster Palace. In 2014, following consultation with local young people, we facilitated a more ambitious challenge, a six-day cycle from London Bridge to the Eiffel Tower, Paris.

In 2015, Lancashire Youth Challenge became a Charitable Incorporated Organisation, registered with the Charity Commission of England and Wales.

As a testament to the quality of our work and the commitment of our volunteers and trustees in June 2021, we were awarded the prestigious Queen's Award for Voluntary Service (the MBE for voluntary and charitable organisations).

As of 2025 the charity employs a Chief Executive officer (FT), Operations Manager (PT), Outdoor Learning Officer (PT) Wellbeing Coordinator (PT), several freelance facilitators and is supported by a team of hard working volunteers.

Find out more information about our work please visit: www.lancashireyouthchallenge.co.uk

How to apply for the position of programme Facilitator:

Please email a CV and covering letter (maximum 3 sides of A4), outlining how you meet the role requirements and person specification, along with details of two referees, including your most recent employer to the Chief Executive Officer - guy.christiansen@lancashireyouthchallenge.co.uk

Details:

Deadline for submissions: **Friday 20th June 2025 (5pm)**

Interviews to be held on: **Friday 27th June 2025 (Lancaster City Centre)**

The interview will last approximately 1.5 hours and will include the delivery of a 30-minute workshop (full details to be provided in advance). There will also be time for you to ask questions about the role, our future plans, and how your experience and skill set align with our organisational goals and the requirements of the position.

If you would like an informal conversation about the role or the application process please contact Guy Christiansen, Chief Executive Officer, guy.christiansen@lancashireyouthchallenge.co.uk

Safeguarding:

Lancashire Youth Challenge is committed to the wellbeing and safety of all children, young people and adults at risk who are under the organisation's care. It is the duty of all adults at the organisation (trustees, staff, facilitators, and volunteers) to safeguard the welfare of children and adults at risk by creating an environment that protects them from harm, ensuring policy and best practice guidelines are followed, including compliance with statutory requirements.

The successful candidate will be subject to an enhanced DBS check and satisfactory references.

Equality, Diversity & Inclusion:

Lancashire Youth Challenge is committed to promoting equal opportunities in employment. All job applicants will receive equal treatment regardless of age, disability, gender, sexual orientation, marital or civil partner status, pregnancy or maternity, race, nationality, religion or belief. We particularly welcome applications from people from ethnic minority backgrounds, who have a disability, or who are part of the LGBTQ+ community.

If you have any accessibility needs regarding this application process, such as requiring an audio description of the role, or needing to submit your application in an audio/video format, please contact our CEO to arrange.



LANCASHIRE
**YOUTH
CHALLENGE**



 CORNERSTONE BUILDING
SULYARD STREET, LANCASTER, LA1 1PX

An award-winning charity that
nurtures, supports and empowers
young people to build a foundation
for lifelong success



Charity Number
1163469

 07885974782  01524 956046
 guy.christiansen@lancashireyouthchallenge.co.uk

 /lancashireyouthchallenge
 @lancashireyouth