



ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE

JOB DESCRIPTION – Project Lead About Face (Making Stories Group)

ECHO is a charity mainly working with people with moderate or severe learning difficulties. We also support people with mental health needs or who have physical or sensory impairments. ECHO runs 30 different activities each week in community settings across Herefordshire.

ECHO is committed to providing services that promote choice, rights and independence for people with disabilities in Herefordshire. We make sure that we involve and inform people with disabilities about the services we provide.

Main purpose of post

About Face Theatre Company is just one of a handful of professional UK theatre companies working with actors with learning disabilities. Established in 1995, About Face has a strong reputation for delivering high quality theatre to festivals, theatres, community and other venues. Their schools projects have successfully integrated performances and workshops enabling follow-up work in the classroom and support for delivery of the national curriculum.

We are looking for a Project Leader to run the 'Making Stories' group located in Leominster. Working in liaison with the project support worker, the post holder will be required to undertake a range of duties relating to facilitating this community activity for persons with a learning disability. This is an exciting opportunity for an appropriately skilled and enthusiastic individual to be part of the acclaimed About Face Theatre Company

- To deliver the About Face 'Making Stories' programme
- To develop the project to meet the needs of participants now and into the future.

Main Tasks

The role requires you to be responsible for the successful delivery and development of About Face 'Making Stories' group, under the guidance of the About Face Project Leader. In particular, you will be expected to undertake the following duties:

1. Be responsible for planning and delivering a varied and inclusive creative arts programme, rooted in theatre and storytelling, using a range of arts and performing arts techniques and processes. This will include arts and crafts, sensory arts, drama and theatre games and activities, coordinating trips and outings, dance and movement.
2. Liaise with project staff/volunteers and support them to carry out their duties.
3. Supporting the participants to develop independence; express their individuality; make informed choices; and develop new friendships.
4. Providing practical support to the participants to ensure they are:
 - Welcomed and feel safe
 - Made to feel valued and encouraged to contribute
 - Supported to develop new skills and try new activities to build confidence
 - Given any assistance needed to ensure they are comfortable and maintain their dignity at all times. This may include physical care, assistance or prompting in accordance with the individual's care plan, assistance to take medication or manage their continence.
5. Monitoring the development and achievements of the project and participants to help maximise each individual's potential.
6. Supporting the review, assessment and planning process for the project and participants.
7. Attending regular planning and supervision sessions with your line manager to ensure the work remains within the structure and ethos of ECHO
8. Support the induction of new staff/volunteers for the project
9. To assist with fundraising activities to support the project and ECHO as a whole.
10. Be aware of all Health & Safety issues associated with the Project, including Risk Assessments; ensuring that all work is undertaken in

compliance with ECHO's Health & Safety guidelines whilst ensuring our premises are kept safe and tidy.

11. Attending relevant training events, staff meetings, AGM, and other ECHO activities as required.
12. Working within all policies and procedures of ECHO.
13. Undertaking any other duties commensurate with the post, as requested by your line manager.

Project Specific activities

1. Be responsible for the development, design and delivery of an interesting and varied activity programme using a multi-sensory immersive approach to storytelling.
2. Ensure the staffing is arranged on a day-to-day basis to cover personal care and other needs of participants and support any relief staff allocated to About Face Making Stories, as required.
3. Enthusiastic to work with other theatre professionals throughout the year as part of the programme.
4. Be responsible for the building and equipment and to support and develop the Theatre Foundation volunteer team.

Accountability

All staff are accountable to the Trustee Board of ECHO. The line manager for this post is the About Face Project Manager who will provide day to day advice and leadership. All staff are required to undertake 6 weekly supervision sessions with their line manager and an annual appraisal.

Equal Opportunities

ECHO is committed to treating all people with equal respect and is determined that both in our provision of services and as an employer, we will ensure equality of opportunity for all.

Conditions of Appointment

This is an appointment of 9 hours per week (including 1.5hrs. preparation time). The salary is linked to ECHO salary scale point 3 £13.56 per hour. The hours to be worked will be Mondays 8.45.am. – 4.15p.m commencing as early as possible in 2026. You will be based at About Face, 15A Church Street, Leominster.

PERSON SPECIFICATION – Project Leader

	Essential	Desirable
Experience		
Experience of working with people with learning disabilities (either in a paid or voluntary role)	✓	
Experience of contributing to a project or programme of activities	✓	
Experience in project subject (theatre, drama, creative arts)	✓	
Qualifications and Training		
A good general level of education	✓	
A current First Aid qualification		✓
Attendance on any courses relating to working with disabled people		✓
Health & Safety training		✓
Qualification in project related subject: arts/performing arts		✓
Skills & abilities		
Good administrative, organisational and time management skills	✓	
Able to communicate with disabled people in a way that promotes respect & equality	✓	
Able to work as part of a team and share skills and knowledge	✓	
Able to set priorities and work under own direction	✓	
Good working knowledge of using computers.	✓	
Good verbal communication skills	✓	
Ability to find practical solutions to problems	✓	
Car driver with access to a reliable vehicle for use during work and willingness to transport participants	✓	

Project Specific Skills		
Drama and performing arts experience, creative arts and crafts skills.		✓
Creative making skills (craft, drawing, sculpture, costume elements)		✓
Storytelling: classic, contemporary, devised, or autobiographical		✓
Personal Qualities		
An understanding of and commitment to the principles of equality and diversity	✓	
Respect for people's rights and dignity	✓	
A person-centred approach to working with individuals	✓	
Adaptable and willing to learn new skills	✓	
An understanding of the importance of confidentiality	✓	
Self-motivation and enthusiasm	✓	
Sensitivity and diplomacy	✓	