

ROLE DESCRIPTION

Role	Sessional Workshop Lead
Reports To	CEO/Group Development Coordinator
Works With	Head of Delivery, Business Manager, Operations Coordinator, Admin Assistant, Group Development Coordinator, Youth Development Coordinator, Paid and Volunteer staff, schools and other external partners.
Hourly Rate	£13.90
Hours	Sessional

MAIN PURPOSE AND SCOPE OF THE ROLE

- To lead on the development and delivery of school workshops and peer-to-peer training for Lifespace. This includes:
 - To deliver Lifespace-designed workshops and training sessions to a high standard, working closely with the Group Development Coordinator and Administrator.
 - To provide timely and relevant feedback to schools and partners within the bounds of confidentiality.
- With support from the Admin Assistant, maintain accurate records of training and workshop outcomes, contributing to impact assessments.
- Ensure all workshop and training activities adhere to Lifespace safeguarding protocols and GDPR regulations.

DUTIES AND KEY RESPONSIBILITIES

SCHOOL WORKSHOP DELIVERY

- Deliver pre-designed workshops and training sessions using Lifespace materials.
- Adapt delivery to meet group needs while maintaining programme integrity.
- Act as named session lead where supporting staff or volunteers are present.
- Liaise with the Group Development Coordinator regarding delivery focus and materials.
- Provide timely qualitative feedback after sessions.
- Support the Group Development Coordinator to periodically review of existing workshop programmes and develop new workshops.
- Follow safeguarding procedures and record any concerns appropriately.

GENERAL RESPONSIBILITIES

- Work collaboratively with the Group Development Coordinator, Head of Delivery, Designated Safeguarding Lead and wider team to deliver effective services.
- Contribute to funding applications and reports related to school workshops and peer training initiatives.
- To support service delivery that always ensures the safeguarding of young people with awareness of safeguarding process.



- To uphold the Lifespace Values:
 - **Inclusive** - We promise to treat people fairly and with respect.
 - **YOUth-led** - Young people are at the heart of everything we do.
 - **Trustworthy** - We create and nurture supportive, safe and non-judgmental spaces.
 - **Ambitious** - We do our very best for each young person we support and all young people in our community.
 - **Approachable** - We're open, warm and here for young people when they need us.
 - **Collaborative** - We choose to work in partnership with organisations that share our values so that we can make a bigger difference.

ADDITIONAL INFORMATION

- You will be paid monthly. As the role is sessional, remuneration will be paid following submission of overtime (salaried staff), timesheet (sessional staff) or invoice (contracted staff).
- Most hours will be worked within the school day 8.50am to 4pm – many are slighter shorter.
- Term time post holders are not eligible for in term annual leave.
- You will be entitled to holiday pay on a pro-rata basis.
- You will be given time, training, resources, and authority within Lifespace to carry out the duties of the post including committing resources.
- Access to and ability to drive is desired to the nature of our work but postholders using public transport may be considered.
- Flexibility in working locations.
- Travel undertaken during the working day, and other reasonable expenses, will be reimbursed in line with Lifespace policy.
- An Enhanced DBS check is a requirement of the role.

Produced April 2026

Person Specification

	Requirement
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Hold Train the Trainer, PTLLS (Passport to Lifelong Learning) or similar accreditation – or be prepared to work towards this. • Experience in delivering school-based workshops for young people. • Strong facilitation skills and ability to engage diverse audiences. • Ability to develop and deliver training programmes for young people • Ability to communicate effectively both verbally and in writing. • Knowledge of safeguarding practices and ability to act accordingly. • Proficiency in using Office 365 and online communication platforms. • Experience of using Canva, Powerpoint or similar 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with young people, specifically aged 7-19 years. • Experience in mentoring or coaching young people. • Experience in delivering training or workshops. • Experience in working with schools and external agencies. • Experience in impact evaluation and reporting. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Willingness to attend Lifespace mentor training and other applicable training as required. • Knowledge of safeguarding and child protection policies. • Knowledge of mentoring, coaching and learning models applicable to children and young people. • Have previously undertaken Lifespace mentor training or hold a relevant qualification. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>PERSONAL ATTRIBUTES/OTHER</p> <ul style="list-style-type: none"> • Able to deliver a service that demonstrates the Lifespace values: Inclusive, YOUth-led, Trustworthy, Ambitious, Approachable, Collaborative. • The ability to work with team members to develop and improve the service offer. • Enthusiasm for self-development and reflective practice, to improve the quality and impact of your mentoring. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>

