



# **SHORT BREAKS DELIVERY MANAGER (JOB SHARE)**

**JOB PACK**

**wacarts.co.uk/vacancies**  
recruitment@wacarts.co.uk

**Wac Arts**



Dear Applicant,

The Short Breaks Delivery Manager will manage day-to-day activities, ensuring safeguarding and quality, and supporting families and staff. The postholder will lead our Short Breaks provision for children and young people with SEND in Camden.

For more than 45-years, Wac Arts has delivered an accessible Arts Programme engaging an estimated 30,000 children and young people. We are experts in working with those from diverse backgrounds, bringing together young participants with different abilities, genders, ethnicities, cultures, religions and lived experience to take part and learn together. Continuing to build on its success, the charity is now looking forward to an exciting future with the ambition to continue to build its affordable arts programme.

The role is offered on a Fixed Term part-time basis until April 2026 – with potential to extend, and requires some weekend and evening work. You must be passionate about the work we do and able to connect with young creative people.

We would particularly welcome candidates from the global majority who could provide the team the diversity in thoughts, lived experiences and skillsets that match the diverse community Wac Arts serves across London.

This pack contains further information about Wac Arts and the role. If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk).

We look forward to receiving your application.

Kind regards,

Ann Main  
Director - HR & Administration



## **ABOUT THE ROLE**

### **KEY RESPONSIBILITIES**

The following is an overview of the role. It is not an exhaustive list.

- Co-manage the planning and delivery of activities within the Short Breaks contract.
- Share responsibility for referral processes
- Home visits
- Buddy matching
- Setting young people's outcomes
- Introductions between staff and families
- Manage medication needs and ensure accurate reporting of attendance.
- Coordinate with the Senior Administrator on staff hours, logistics, and transport.
- Maintain close knowledge of the young people, their needs, and progress.
- Act as Duty Manager on Saturdays.





## ABOUT THE ROLE

### **Safeguarding and Risk**

- Serve as Deputy Designated Safeguarding Lead (DSL) on a rota basis.
- Conduct and oversee risk assessments for individuals and activities.

### **Team Management**

- Share responsibility for recruiting, training, and line-managing delivery staff and sessional tutors.
- Support staff development and ensure high standards of delivery.

### **Relationships**

Maintain excellent working relationships with:

- Young people and families
- Social workers
- Camden's Short Breaks Coordinator
- PACE

### **Bid Writing and Development**

- Lead and contribute to the writing of tenders and project bids for commissioned services.
- Collaborate on new service proposals and funding opportunities.





## ABOUT THE ROLE

### JOB DESCRIPTION

**Job Title:** Short Breaks Delivery Manager (Job Share)

**Salary:** £22,494 per annum (0.6 FTE £37,490)

**Contract:** Fixed Term until April 2026 – with potential to extend

**Hours:** 48 hours per week Thursday-Saturday as a Job Share  
(24 hours per week per Manager, including 1-hour lunch break)

**Report to:** Chief Executive

**Location:** Wac Arts, 213 Haverstock Hill, London NW3 4QP

### PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:





## ABOUT THE ROLE

### DEMONSTRABLE KNOWLEDGE AND EXPERIENCE

- Minimum 3 years' experience with commissioned services
- Proven experience writing project bids and tenders
- Experience supporting children and young people with SEN and PMLD
- Background in safeguarding and risk management
- Programme development and delivery experience
- Knowledge of Camden social services and Short Breaks provision
- Strong local networks with SEND providers.

### ESSENTIAL SKILLS AND ATTRIBUTES

- Highly organised and efficient.
- Excellent communicator, both verbal and written.
- Compassionate, flexible, and team-oriented.
- Comfortable working under pressure.
- IT literate (Microsoft 365).

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

The duties and responsibilities described are not a comprehensive list and may change, or additional tasks within the scope of work may be assigned at any time with or without notice, as necessitated by business demands.







## HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance. You can access a copy of the application questions from our [website](#).

We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). If you prefer to apply using one of these formats, please contact us at [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk) for assistance.

Application deadline: End of day **13<sup>th</sup> June 2025**

Interviews will be held the week commencing **23rd June 2025**

**Please Note:** *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. We encourage interested individuals to submit their applications promptly*

If you would like a version of this pack in an alternative format (e.g. large text), please feel free to contact us and we will do what we can to support your request. Please call 020 7692 5800 or email [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk) using the subject heading "Short Breaks Delivery Manager"





## HOW TO APPLY

### EQUALITY

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

### DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.







## **ABOUT WAC ARTS**

### **MISSION**

Nurture children and young people's creativity through the arts.

### **VISION**

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

### **PURPOSE**

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

### **GOALS 2024-2027**

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.