

Charity Job Profile

Where the arts and young lives unite, creating a world beyond domestic abuse.



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The Charity

Through the power of the arts, EdShift gives children and young people affected by domestic abuse a voice.

By providing specialist support, we help them to live healthy, meaningful lives and build safe, loving relationships.

Together, we are a force for change.

Charity Mission

'To dramatically redefine relationships for the next generation and beyond'.

Charity Vision

Our vision is that one day in this world, everyone will have the courage and skills to seek and achieve healthy, equal, and loving relationships'.

Charity Values

At EdShift, our values shape how we work with children and young people, how we support each other, and how we show up as an organisation.

Creativity

Courage

Safety

Connection

About EdShift

EdShift is an arts-based charity supporting children and young people affected by domestic abuse. Our work sits at the intersection of creativity and care, creating spaces where children can feel safe, express themselves, and begin to make sense of their experiences through imaginative and relational practice.

The Role:

The Programme Lead is a practice-led, non-clinical role that combines a small caseload with responsibility for coordinating delivery, supporting practitioners, and maintaining strong relationships with schools and partners.

The role supports the effective running of SpotLight (early intervention) and InTouch (Tier 1 group provision), ensuring children and young people remain connected to EdShift and are supported safely across transitions in the pathway.

The Nature and Reality of the Work

This role sits across both direct work and coordination, requiring the ability to move between working alongside children and young people and holding oversight of the wider programme.

While the Programme Lead maintains a small caseload, much of the role involves supporting practitioners, strengthening relationships with schools, and ensuring children and young people are consistently engaged and safely supported.

The work involves maintaining visibility of children where there may still be ongoing risk in the home, even where support is lower intensity, and ensuring that no child is left without connection to the service.

As with all roles at EdShift, there will be exposure to complex and sometimes distressing material. This requires emotional resilience, professional curiosity, and the ability to remain grounded and bounded, while contributing to a supportive team culture.



Support, Supervision, and Practice Frameworks

EdShift is explicit about both the challenges and the support structures within this role. We have robust frameworks in place, including:

- Line management
- Reflective practice
- Case management
- Weekly safeguarding and case discussion meetings

The Programme Lead also plays an active role within these frameworks, contributing to safe, consistent, and accountable practice across the team.

What We're Looking For

We are seeking a Programme Lead who:

- Is confident in supporting and guiding practitioners in their day-to-day work
- Understands the impact of domestic abuse on children and young people and can respond thoughtfully to complexity
- Has a strong, working knowledge of safeguarding, risk, and multi-agency processes
- Can build and maintain strong relationships with schools and external partners
- Values creativity, connection, and relational practice alongside structure and accountability
- Is organised, proactive, and able to balance multiple responsibilities

Job Profile

EdShift CIO	Reports to: CEO
Post Title: Programme Lead	Pay Band: (Band 5)
Hours: 26	£29,250 FTE

This Job Profile outlines the main purpose and responsibilities of the role Programme Lead at EdShift CIO. Duties are indicative and may evolve in line with service development and organisational need. Post holders are expected to work flexibly within the scope and level of the role.

Key Purpose of Post:

The Programme Lead will coordinate and strengthen the delivery of EdShift's community-based support for children and young people affected by domestic abuse.

This is a **practice-led, non-clinical role** combining:

- A small caseload within **SpotLight (early intervention)**
- Coordination and development of **InTouch (Tier 1 group provision)**
- Oversight and support of Community Practitioners
- Strong relationship management with partner schools and organisations

The role plays a key part in ensuring children and young people receive **consistent, trauma-informed support**, remain connected to the service, and do not fall through gaps in the pathway.

Responsibilities of the Post:**1. Direct Work (SpotLight – Early Intervention)**

- Hold a small caseload of approximately 4 children and young people
- Deliver structured, trauma-informed sessions in school/community settings
- Model strong practice in building trust, engagement, and emotional safety
- Maintain accurate and timely case records

2. Practitioner Support & Oversight (Non-Clinical)

- Provide regular one-to-one supervision to Community Practitioners
- Support practitioners to manage caseloads effectively and safely
- Monitor progress towards outcomes for children and young people
- Track practitioner development against agreed expectations and PDPs
- Identify where additional support is needed and put practical actions in place
- Promote staff wellbeing and sustainable working practices

3. Case Coordination & Safeguarding

- Attend and contribute to the weekly Case Management & Safeguarding Meeting
- Use oversight of practitioner cases to highlight risk, themes, and required actions
- Represent practitioner updates in meetings to maximise their delivery time
- Work alongside the Data & Referrals Coordinator to complete case audits
- Lead case reviews and reflective discussions to ensure consistency and quality

4. School Relationship Management (Significant focus of the role)

- Build and maintain strong relationships with partner schools
- Act as a key point of contact for safeguarding leads and school staff
- Ensure schools are informed, engaged, and confident in the programme
- Support communication around referrals, engagement, and progress
- Identify opportunities to strengthen partnerships and increase reach

5. InTouch (Tier 1) Coordination & Development

- Coordinate the delivery of InTouch youth provision (group-based)
- Ensure strong attendance and engagement from children and young people
- Maintain regular communication with parents and carers to promote attendance
- Support appropriate step-in and step-down into InTouch across the pathway
- Work with the Fundraising & Volunteer Coordinator to support continuation funding and sustainability
- Identify opportunities to strengthen and develop the provision

6. Monitoring, Evaluation & Data

- Work with the Data & Referrals Coordinator to improve data collection and monitoring systems
- Ensure evaluations are consistently completed across programmes
- Gather regular feedback from children and young people
- Monitor engagement, outcomes, and trends across SpotLight and InTouch
- Contribute to organisational reporting and learning
- Support delivery of EdShift's 2026 strategy objective to strengthen monitoring and data quality

7. Case Allocation

- Sit on the Case Allocation Panel alongside the therapist
- Review referrals and support decisions on appropriate pathways (Tier 1, 2, 3)

- Ensure children are placed appropriately and supported during transitions

8. Multi-Agency Working

- Represent EdShift at MARAC and DRAMM meetings where required
- Provide updates on children and young people open to the service
- Maintain strong communication with multi-agency partners

9. Budget Monitoring

- Monitor programme budgets for SpotLight and InTouch
- Tracks spend and flag any risks or variances
- Support effective use of resources

Qualities Required

Skills and Experience

1. Experience of working with children and young people affected by domestic abuse, with a strong understanding of trauma and its impact.
2. Demonstrable experience of supporting, guiding, or supervising practitioners in a practice-based setting.
3. Strong working knowledge of safeguarding, including dynamic risk assessment and multi-agency processes (including MARAC and DRAM).
4. Experience of working in partnership with schools and external agencies, with the ability to build and maintain professional relationships.
5. Experience of coordinating or overseeing service delivery, ensuring consistency and quality across a programme.

Organisational abilities

- Ability to manage a varied workload, balancing direct practice, coordination, and oversight responsibilities.
- Ability to contribute to monitoring, evaluation, and data collection, using insight to improve practice and outcomes.
- Ability to support practitioners to work towards agreed outcomes while remaining responsive to the needs of children and young people.
- Full UK driving licence and ability to travel across community settings.
- Good written and literacy skills, with the ability to maintain clear, accurate, and timely records.
- Basic IT competence, including use of email, digital record systems, and standard office software.
- Ability to work within quality assurance and accountability frameworks, managing time and resources responsibly.

Personal Effectiveness

- A strong team player who communicates with professionalism, diplomacy, and respect, and who can work calmly under pressure.
- Emotional resilience and self-awareness, with the ability to maintain clear professional boundaries when working with distressing material.
- Ability to prioritise workload effectively, balancing direct work, coordination, and organisational responsibilities.
- An awareness of working within the voluntary, community, and social enterprise (VCSE) sector, including funding-dependent environments and the need for flexibility.
- A willingness to work collaboratively, recognising the importance of teamwork within a small organisation.
- Willingness to work flexibly, including occasional cover of In Touch, to meet service need.
- Willingness to contribute to the wider life and sustainability of the organisation, including partnerships, events, and development activity.
- Ability to provide appropriate support and guidance to practitioners and, where required, volunteers.
- Willingness to undertake other reasonable duties consistent with the scope of the role.

