soulscape

CREATING SPACE TO EXPLORE LIFE

The King's Award for Voluntary Service
The MBE for volunteer groups

ROLE: PROJECT LEADER

Reports to: Soulscape Operations and Relationships Manager
Location: Office-based, with delivery in Berkshire schools
Hours: 25 hours per week
Salary: £13–£15 per hour (£16,900–£19,500 per annum)
Working arrangements: Term-time working considered

About Soulscape

Soulscape is a charity working in partnership with schools in Berkshire to support children & young people's emotional, social and spiritual wellbeing. We create safe, reflective spaces away from the pressures of daily life, giving children & young people the opportunity to explore the issues that matter most to them.

Our vision is for empowered children & young people who can think for themselves, live freely and discover new ways to think and be. The Project Leader helps turn that vision into engaging, well-run workshops in schools.

Purpose of the Role

The Project Leader has day-to-day responsibility for planning, coordinating and delivering assigned Soulscape workshops in schools. Working with colleagues, school staff and volunteers, the postholder develops relevant resources, manages project arrangements and budgets, leads sessions and ensures safe, good-quality delivery.

Main Duties and Responsibilities

Project Development and Planning

- Research needs, develop project concepts and create engaging, age-appropriate resources with colleagues.
- Plan assigned projects, including briefs, session plans, schedules, staffing, resources and logistics.
- Manage project deadlines and expenditure within agreed parameters, escalating risks, budget pressures or significant changes promptly.

School Delivery and Relationships

- Facilitate workshops, assemblies and other activities, adapting delivery for children & young people and the school context.
- Lead day-to-day project delivery, responding to changes and ensuring colleagues and volunteers understand their roles and responsibilities.
- Act as the day-to-day Soulscape contact for assigned projects, agreeing practical arrangements and follow-up with school representatives.

Safeguarding and Inclusion

- Follow Soulscape and school safeguarding procedures, maintain appropriate professional boundaries and report concerns promptly.
- Plan and deliver inclusive activities that respond to the safety, accessibility and different needs of children & young people.

Monitoring and Improvement

- Maintain accurate project records, spending information and concise updates for the line manager.
- Gather feedback and outcomes, contribute to organisational reporting and use learning to improve future project plans and resources.

General Responsibilities

- Undertake relevant training and professional development, including safeguarding training.
- Work flexibly and carry out other reasonable duties consistent with the role and Soulscape's mission.

Person Specification

Essential Experience and Skills

- Experience of working with young people, ideally in schools, youth work or a community setting, with strong facilitation and communication skills.
- Ability to plan and coordinate projects, manage competing priorities, budgets and practical delivery arrangements.
- Ability to develop clear, creative and age-appropriate resources and build effective relationships with schools and colleagues.
- Ability to use initiative, solve practical problems and work both independently and collaboratively.
- Understanding of safeguarding, professional boundaries, confidentiality and inclusive practice when working with children & young people.

Personal Qualities and Attributes

- Commitment to Soulscape's mission, values and ethos, with enthusiasm for supporting children & young people.
- A creative, encouraging and flexible approach, with sound judgement and professionalism.
- Commitment to equity, diversity and inclusion.

It is essential that you have your own means of transport, as public transport is not always available for travel to Berkshire schools.

To apply or find out more, please contact Michelle.
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Applications close 30 November 2026

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