

Action East Devon

Programme Facilitator – Thriving in Secondary School Programme (Years 7 & 8)

Job Description | Termtime Contract | Autumn 2026 & Spring 2027

Job Title:	Programme Facilitator – Thriving in Secondary School Programme (Years 7 &/or 8)
Hours:	8 hours per week during term-time (working with 2 schools concurrently each term).
Pay:	£17 per hour
Contract Type:	Temporary fixed-term, September 2026 to the end of the Spring Term 2027. This is a new, time-limited post reflecting confirmed funding for one academic year.
Working Pattern:	One after-school session per school per week (approx. 1 hour 30 minutes, between the hours of 3-5pm depending on school hours). Autumn term delivery on Mondays and Tuesdays or Thursdays tbc, Spring term tbc. Delivery across 2 schools in the Autumn Term, transitioning to 2 different schools in the Spring Term.
Annual Leave:	Paid leave at 12.07% based on hours and length of contract.
Location:	Remote working (from home) with in-person session delivery in Honiton, Ottery St. Mary, Sidmouth and Axminster.
Reporting to:	Charity Manager & Safeguarding Lead
Interview date:	Thursday 13 th & Tuesday 25 th August
Start date:	1 st September 2026

Action East Devon (AED) is a community-based charity serving young people and families across the East Devon area. Our work spans early intervention, youth engagement, mental health and wellbeing support. AED will run a free school-based wellbeing programme for Year 7 and/or 8 pupils experiencing emotional and mental health difficulties in academic year 2026/27.

Delivered on the school site, after school hours, the 8-week programme is an intervention opportunity to tap into the needs of up to 12 young people who may be starting to present with difficulties settling into their new school life and providing them with support, coping strategies and pathways to a healthy secondary school life.

Job Purpose

The Programme Facilitator will lead the planning and delivery of an 8-week wellbeing peer support programme within secondary schools, working alongside a Co-Facilitator, across two schools per term (4 schools across the academic year). The role calls on strong planning group facilitation skills to help young people build confidence and lifelong coping strategies, and requires close working with each school to ensure the programme is well embedded and safely delivered.

Main Duties and Responsibilities

Programme Planning & Delivery

- Meet with each school's Wellbeing Lead/SENCo prior to the programme starting to discuss and understand the referred cohort from the schools perspective.
- Using the Thriving in Secondary School Programme Plan developed by AED, plan individual sessions and activities, expanding upon proposed themes, and develop age-appropriate content, adapt session plans as the programme progresses to reflect individual and group needs.

Action East Devon is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced DBS check. We are an equal opportunities employer.

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- Lead and deliver weekly after-school sessions, ensuring a safe and comfortable environment conducive to positive outcomes for all group members.
- Organise refreshments for each session.
- Organise practical session arrangements, including room setup, materials, food and meals.

Team & Co-Facilitator Coordination

- Brief the Co-Facilitator before each session and debrief afterwards, ensuring clarity on roles and expectations and the opportunity to raise any concerns or celebrations.
- Agree contingency arrangements with the Co-Facilitator for managing behavioural or safeguarding concerns during sessions.

School Liaison

- Act as the main point of contact for each school regarding programme delivery, timings, room access and any safeguarding updates.
- Work closely with individual school Safeguarding Leads.

Administration & Evaluation

- Maintain session notes and attendance records.
- Support young people to complete baseline and end-point wellbeing assessments.
- Analyse survey and outcome data at the end of each term's delivery for each school.
- Contribute to an end-of-year lessons-learnt report to inform future delivery, school partnerships and funding applications.

Risk, Consent & Budget

- Produce risk assessments for activities and sessions, and obtain relevant parental/school consent as required.
- Manage the small programme/refreshments budget for allocated schools.

General

- Attend team meetings, supervision, appraisal and 1:1 meetings with the Manager as required.
- Attend staff training days and complete necessary training for the role.
- Carry out any other duties that might reasonably be required of this post.

Safeguarding

- Ensure all relevant AED policies and procedures (including Safeguarding, Confidentiality, Whistleblowing, and Health and Safety) are followed during all programme activities.
- Work closely with the AED Designated Safeguarding Lead and follow procedures and policies as required.
- Attend relevant safeguarding training as required.

Personal Specification

Area	Criteria	Essential / Desired
Qualifications	Child Protection training (Group 2 or above)	Essential
	Detailed understanding of youth work principles	Essential

Area	Criteria	Essential / Desired
	Qualification in Youth & Community Work, Health, Education, Social Work or related field (NVQ Level 3 or equivalent)	Desired
Experience	Experience facilitating group work with young people	Essential
	Understanding of adolescent mental health and wellbeing support tools	Essential
	Experience planning a flexible, bespoke programme of support based on individual and group needs	Essential
	Experience liaising with schools or other educational settings	Desired
Skills & Attributes	Confident and skilled facilitator	Essential
	Creative and energetic approach to working with young people	Essential
	Strong communication and relationship-building skills, including with school staff	Essential
	An understanding of Action East Devon and Headlight	Essential
	Ability to work flexible hours	Essential
	Clean driving licence and access to own vehicle	Essential
Other	Enhanced DBS clearance (or willingness to obtain)	Essential