



Job Title:	Workshop Facilitator
Reporting to:	Operations Manager
Salary:	Salary between £12 - £14.50 per hour depending on experience
Terms:	Part-Time Fixed Term Contract until December 2022
Hours:	3 days per week (21 hours per week) Standard hours range between 9.30am – 7.30pm (mainly Tuesday to Friday 10am to 4pm). Additional, evening and weekend may be required.
Location:	8-12 Eltham Road Lee Green SE12 8TF is the base of the Charity and where the main service is delivered. You will also deliver workshops externally as and when required. You will also be required to deliver workshops online.

Mission Statement

Arts Network is a charity that provides an inspirational and understanding environment for people with mental health support needs; and challenges the stigma of mental health.

We support people to achieve their personal goals through creative activities, exhibitions and events that enable participants to learn new skills, increase self-confidence and develop relationships.

We constantly seek to battle stigma and discrimination by presenting our work and practice to medical practitioners, key stakeholders and the general public

About Us

Arts Network is an arts and crafts charity for people who have SMI (Severe Mental Illness) and access mental health services. Using creative practice Arts Network works to reduce stigma and provide a safe, creative environment for people to develop skills and self-confidence.

We are a membership organisation, with all members being people with severe and enduring mental health support needs who have been referred to us by their Community Mental Health Team, Psychiatrist or mental health professional.

Our membership includes people with schizophrenia, personality disorder or severe affective disorder; those who experience a substantial disability as a result of their mental health problems, such as an inability to care for themselves independently, sustain relationships or work; have experienced recurring crisis leading to frequent hospital admissions/intervention.

Role

You will be responsible for facilitating creative workshops for people with mental ill health. These sessions will be delivered in person and online.

Arts Network is expanding to deliver workshops in Lambeth and Southwark and your main role will be to facilitate workshops in Lambeth and Southwark; you will also be required to deliver other creative workshops for our wider membership.

Our ambition is to deliver these workshops in person, although it is recognised that the first tranche of workshops in Lambeth and Southwark will be delivered online.

This role is linked to funding we have received to deliver a programme of activity in Lambeth and Southwark until December 2022.

The post holder will be an ambassador for the Charity, supporting the charities goals and assisting, as

required, in the daily operation of the charity, providing a pleasant, calm and supportive environment in which people with SMI are able to explore their creative potential whilst also gaining valuable life/transferable skills.

The post holder will be tasked with data collection and administration relating to workshops and membership.

Supporting staff in maintaining Health & Safety, confidentiality and safeguarding.

Arts Network particularly welcome applications from disabled and Black, Asian and Ethnic minority candidates, as Black, Asian and Ethnic minority people and disabled people are currently under-represented in the arts and mental health sector.

Equal Opportunities Statement

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

Arts Network is an equal opportunity organisation welcoming people of any, race, ethnicity, gender identity or expression, size, nationality, sexual orientation, ability level, neurotype, religion, elder status, family structure, culture, subculture, identity, self-identification and more.

The aim of our policy is to ensure that no one at Arts Network receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

1. Workshop Facilitation

- Delivery of creative art workshops (pre-recorded, live online and in-person when guidelines allow) for people who have mental health support needs.
- Assisting in writing up workshop plans, instructions and risk assessments.
- To support the training of co facilitators in how to run the workshops.
- Signing up participants.
- Keeping registers of participants.
- Notify Operations Manager or Project Leader of any problems or concerns you have about participants.
- Disseminate evaluation forms for workshops and visitors.
- Ensure that all workshop participants and staff adhere to our equal opportunities statement at all times.

2. Communications

- Assisting with identifying updates to be circulating via our social media channels.
- Circulate information about up-coming workshops and current programmes of work to participants.
- Encouraging participants to contribute to AN's social media.

3. Admin

- Maintain good, professional relationships with partners.
- Collecting artwork and information for exhibitions.

- To identify and assist with potential funding opportunities.
- To support with activities that help to de-stigmatise mental health.
- Assist in completing workshop feedback forms.
- Keep appropriate records for monitoring purposes.

4. Health and Safety

- Ensuring that all activities and events have the appropriate risk assessments and method statements in place.
- Ensuring that any activities you are taking part in are in a safe environment and you adhere to Arts Network policies and procedures on and off premises.
- To ensure that Health & Safety requirements are complied with at all times.

5. Other

- Maintain confidentiality and safeguarding at all times.
- Report writing and minute taking as required.
- To undertake other work as appropriate to deliver the Charities Objectives.

Responsibilities

1. Facilitate creative art workshops for our members and the general public.
2. Organising and maintaining art materials and workroom.
3. Informing members about workshops, visits and events.
4. Keep appropriate records for monitoring purposes.
5. Help collect and process evaluation data from workshops and visits (using spreadsheets).
6. Ensure that Health & Safety requirements are complied with.
7. Undertake other work as appropriate to delivering the Charities Objectives.

Requirements: Knowledge, Skills and Qualifications - Desired (D) Essential (E)

- Understanding / Experience of working with people with mental health support needs (this can include personal experience) (E)
- Experiences of working with black, asian and ethnic diverse communities (E)
- Experience of delivering creative workshops (E)
- Experience of using online meeting software, e.g. Zoom (E)
- Friendly and approachable with a passion for working with people (E)
- Experience of using Adobe Photoshop / Illustrator and Rush / Premiere or equivalent (E)
- Competent with using word processing, spreadsheet and database management software (E)

- Ability to work in a team and communicate appropriately with colleagues, visitors and others using the building. (E)
- Excellent organisational skills, with the ability to manage workloads and effectively prioritise work. (E)
- Understanding of equal opportunities (E)
- Awareness of Health & Safety at work. (E)
- Be punctual and reliable (E)
- Willingness to learn (E)
- Ability to use your own initiative (E)
- Flexibility to working practice (E)
- Attention to detail with excellent written and verbal communication skills (E)
- Degree in Art / experienced artist (D)
- Trained arts practitioner (D)

Terms

1. PAYE - Payment made by BAC into your bank account
2. Fixed term Contract of Employment

Application Process

Please provide the following (saved as a PDF):

1. Either a covering letter or a short video clearly outlining how you meet the requirements of the post.
Letters should be no more than 500 words / 1 page of A4
Videos should be no longer than 3 minutes.
2. An example of your work, either a link to your website or images
- 3.. A CV including details of two referees

Applications should be sent as PDF's to jobs@artsnetwork.org.uk with "Workshop Facilitator" written in the subject line.

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Deadline for applications: Friday 29 January 2021 at 12noon

Start Date for successful candidate: February / March 2021 on receipt of references.

Successfully applicants will be notified of interview in the week beginning 1 February 2021, with interviews taking place in the first two weeks of February.