



WORKSHOP FACILITATOR JOB DESCRIPTION

Job Title:	Workshop Facilitator
Reporting to:	Operations Manager
Salary:	Salary between £13,104 and 15,834 for 21 hours per week Depending on experience
Hours:	3 days per week (21 hours per week) Standard hours range between 9.30am – 7.30pm Working week is mainly Tuesday to Friday. Additional, evening and weekend may be required.
Terms:	Part-Time Fixed Term Contract until December 2022 (Possible extension) PAYE: Payment made by BACS at the end of each month in arrears.
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). Using creative practice Arts Network works to reduce stigma and provide a safe, creative environment for people to develop skills and self-confidence. People are referred to us by Community Mental Health Teams, Psychiatrists or Mental Health Professionals.

We are a membership organisation, with all members being people with complex needs. Our membership includes people who experience a substantial disability as a result of their mental ill health, those who are isolated and have little or no resources or support.

Arts Network is a user-led Charity, with staff, senior staff and some trustees having lived experience of mental ill health.

Members can access a wide range of creative workshops which include such things as painting, drawing, mosaic, photography, printmaking, filmmaking, computer-aided design, textiles, creative crafts, clothes design and making, screen-printing, jewellery making. The list is under constant review in order to ensure we are offering the most engaging activities to our members.

We adopt an individual approach that offers the time, space, structure and support to suit

each person's needs. We aim to develop their social skills and their creative skills as visual artists with the opportunity to exhibit, and if they wish, sell their work. We have a mentoring program, to support new members joining Arts Network, ensuring they feel welcomed and comfortable in the space.

We also offer training for members to become volunteers or co-facilitate through our partnership with SLaM Volunteers.

We also seek to combat the stigma and discrimination that exists around mental ill health and run a number of exhibitions and public events, both externally and internally for the general public. These public exhibitions and workshops help to promote a better understanding of mental health issues. They are also a great way of showcasing our members' talents and also give members an opportunity to exhibit and talk about their work, welcoming people in and showing them around. We regularly organise social and artistic events for our members including trips to galleries and cultural events.

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.

ROLE

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

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.

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)

APPLICATION PROCESS

Please provide a CV including a personal statement and details of two referees (no more than 3 sides, min 11point font)

Interviews will be conducted online. If selected for interview you will be asked to present a 3-5 minute online workshop.

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: Thursday 1 July 2021, 10am

Start Date for successful candidate: ASAP

Successfully applicants will be notified of interview on 2 July with interviews taking place in the week beginning 5 July