



WORKSHOP FACILITATOR JOB DESCRIPTION

Job Title:	Workshop Facilitator
Reporting to:	Programme Manager
Salary:	Salary £9,828 per annum for 14 hours per week (£24,570 FTE)
Hours:	2 days per week (14 hours per week) The standard working days for this post are Tuesday and Wednesday. Standard hours range between 9:30am and 7:30pm. Additional evening and weekend may be required on occasion.
Terms:	Part-Time Fixed Term Contract until March 2023 (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 across Lewisham, Lambeth and Southwark as and when required.

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 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 also seek to combat the stigma and discrimination that exists around mental ill health and run exhibitions and public events for the general public. They are 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 charity's goals and assisting, as required, in the daily operation of the charity. They will provide a pleasant, calm and supportive environment in which people with SMI are able to explore their creative potential whilst also gaining valuable transferable skills.

1. Workshop Facilitation

- Delivery of creative art workshops (online and in-person) for people who have mental health support needs
- Assisting in writing workshop plans, instructions and risk assessments
- To support the training of co-facilitators in delivering workshops
- Assisting participants to sign-up for workshops
- Keeping registers of participants
- Reporting any problems or safeguarding concerns to the management team
- Disseminate evaluation materials for workshops and visitors
- Ensure that all workshop participants and staff consistently adhere to our equal opportunities statement

2. Communications

- Assisting with identifying updates and content to be circulated via our social media channels
- Circulate information about upcoming workshops and programmes to participants
- Encouraging participants to contribute to our social media

3. Admin

- Maintain good, professional relationships with partners
- Collecting artwork and information for exhibitions
- To support with activities that help to de-stigmatise mental health
- Assist in completing programme evaluation
- 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

- Consistently maintain confidentiality and safeguarding policies
- Report writing and minute taking as required
- To undertake other work as appropriate to deliver the charity objectives

REQUIREMENTS: KNOWLEDGE, SKILLS AND QUALIFICATIONS

Essential:

- Understanding and/or experience of working with people with mental health support needs (this can include personal experience)
- Experience of planning and delivering creative workshops
- Friendly and approachable with a passion for working with people
- Ability to work in a team, with a flexibility to working practice and a willingness to learn
- Excellent organisational skills, with the ability to manage workloads and use initiative
- Proven commitment to equity, social justice, diversity and inclusion
- Awareness of Health & Safety at work
- Attention to detail with confident verbal and written communication skills

Desirable:

- Degree in an art or design subject, a current artistic practice or a trained arts practitioner
- Competent with using word processing and spreadsheet software and experience of using Adobe Creative Cloud software
- Experience of using online meeting software, e.g. Zoom

APPLICATION PROCESS

Please provide the following:

1. Either a covering letter or a short video clearly outlining how you meet the requirements of the post. Letters should be no longer than one page and videos should be no longer than 3 minutes.
2. A CV including details of two referees

Applications should be sent as PDFs to jobs@artsnetwork.org.uk with “Workshop Facilitator application” written in the subject line.

Short listed candidates will be invited to an interview. Selected candidates will then be invited to attend a creative workshop with our members.

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and can contribute to our future.

Arts Network particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts and mental health sector and reflect our community.

We can support with any adjustments for anyone who needs it, to make applying for this role easier. If necessary, please get in touch to let us know how we can support you. This will not influence your application.

The successful applicant will be required to provide evidence of a recent enhanced Disclosure and Barring Service (DBS) check. Arts Network will carry out a DBS check if no recent certificate is available.

Deadline for applications:

Monday 29th August 2022

Start date for successful candidate:

October 2022

Successful applicants will be notified of interview in the week beginning 29th August 2022, with interviews taking place in the first two weeks of September 2022.