



## Creative Programme Co-ordinator Application Pack

Job Title:	Creative Programme Co-ordinator
Reporting to:	Creative Programme Manager
Salary:	£19,344 (equivalent to £15.50 ph) (£28,210 FTE), PAYE
Hours:	24 hours per week Standard hours are between 9.30am – 7.30pm Evening and weekend may be required, where time off in lieu will be given
Contract:	Fixed term contract to December 2026 (extension subject to funding)
Annual leave:	28 days including bank holidays (equating to 19.5 days pro-rata)
Location:	Arts Network is based at 8-12 Eltham Road, London, SE12 8TF. There is also a requirement to occasionally work at partner venues across London.

### About Us

**We are a user-led, community arts charity providing an inspirational and understanding environment for people with mental health support needs in South East London.**

**We treat people as individuals to create an inclusive community in which they can develop their interests and personal goals. We respect the diversity of each individual's experience and we empower people to challenge themselves with kindness and self-compassion.**

**Co-production is at the heart of what we do, and we always centre the ideas, skills and practices of individuals in our community.**

We run our long-term membership programme from our base in Lewisham. We provide a welcoming and safe space for people with a diagnosis of severe mental illness to participate in creative activities from painting to printmaking, in an informal and non-clinical setting. Everyone is given the time, space, structure and support they need. Through this, our members find support in their recovery as they connect to the power of artistic practice and participate in creative activities. We use art and creativity as a vehicle for recovery.

We organise exhibitions and events where members' art can be experienced by our wider community. We also visit galleries, introducing members to new creative techniques and artists, whilst they build new relationships.

Our members actively contribute to the running of the charity. This includes training to co-facilitate workshops and involvement in decision-making. We also have a Member Trustee who ensures members are at the heart of our governance. Through volunteering with us, many members feel positive about opportunities for training, education, volunteering or employment.

In addition to our membership programme, we run short creative workshop courses with partner venues across South East London, for example with Dulwich Picture Gallery. These flexible workshops focus on engaging new beneficiaries and are designed to welcome anyone with a mental health support need.

We also engage with our wider community across South East London to raise awareness of the issues surrounding mental health, leading to a greater understanding and support for those struggling with mental ill health. We do this by hosting public workshops, open days and exhibitions, often partnering with other local organisations such as the Horniman Museum.

## About the Role

The Creative Programme Co-ordinator holds a key role within the charity staff team. As a creative, highly motivated and conscientious individual, the postholder will support the delivery of the charity's creative programmes, including co-ordinating our long-term membership programmes, short-term projects and public facing activity. They will deliver high quality creative activity whilst embedding user leadership and co-production models throughout.

They will support with all aspects of programme delivery including project development, initiation and evaluation. They will work with small project budgets and carry out related project and membership administration.

The Creative Programme Co-ordinator reports to the Creative Programme Manager and supervises volunteers.

The Arts Network staff team is expected to support the charity to meet our aims and objectives. As a small team, everyone is required to support in the daily operation of the charity.

## Responsibilities

### Arts Network Studio and Associate Membership programmes

- Manage the referral process and member pathways, including:
  - Communicate with referrers and processing referral forms.
  - Co-ordinate and facilitate taster sessions.
  - Maintain the member database.
  - Undertake periodic check-ins with members to maximise engagement.
- Facilitate ongoing Studio Sessions, online workshops and quarterly consultations.
- Project management and delivery of projects, including:
  - Design and facilitate structured workshop courses.
  - Co-ordinate and supervise trips to cultural organisations across London.
- Co-ordinate the volunteer programme, including:
  - Work with volunteers to ensure they are accessing relevant development opportunities in areas of interest.
  - Deliver training and induction sessions for volunteers, including co-facilitator training.
  - Supervise volunteers, supporting them to overcome any barriers or difficulties within their role.
- Co-ordinate the exhibition programme for the Arts Network gallery, including:
  - Schedule a year-round exhibition programme.
  - Support members to submit work for exhibitions.
  - Work with volunteers to curate and install exhibitions.
  - Creation of signage, catalogues and publicity material.
- Contribute to the design and content of the Stay Connected magazine, including:
  - Work with members to develop and submit content.
  - Co-ordinate publishing and distribution of magazine to members and partners across South East London.

### Short-term projects

- Work with established partner organisations to schedule short-term workshop courses.
- Design and facilitate workshops, usually taking place at partner venues in South East London
- Carry out promotion for the workshops and manage referrals and self-referrals.

## Public outreach programme

- Co-ordinate and facilitate public workshops, at Arts Network and partner venues.
- Manage the external exhibition programme, including:
  - Work with partner venues and identify new locations for exhibitions.
  - Schedule and co-ordinate installation of exhibitions.
  - Creation of signage, catalogues and publicity materials.

## Communications

- Oversee the Stay Connected inbox, including responding to enquiries.
- Write and send regular newsletters by email and in print.
- Contribute to the charity's social media channels by identifying relevant updates and creating content (for example taking photos of participant art work).

## Responsibilities across all programmes

- Work with user leadership and co-production models, ensuring members and participants are designing our creative programme and making related decisions.
- Provide vocational, practical and mental health support for members and participants.
- Ensure all activities and events have the appropriate risk assessments in place.
- Report any safeguarding concerns to the Creative Programme Manager (or designated safeguarding lead).
- Work with small project budgets.
- Maintain accurate records, ensuring GDPR obligations are upheld.
- Undertake evaluation of projects, including:
  - Assist with design and distribution of evaluation materials.
  - Support participants to complete evaluation activities.
  - Collate data and participant feedback.
  - Support with writing reports, taking the lead for small projects.
- Take minutes at meetings as required.
- Uphold the charity's Safeguarding and Health & Safety procedures and policies at all times.
- Undertake other work as appropriate to support the charity to meet our aims and objectives.

## Skills, knowledge and experience that will be important for this role

### Essential

- Experience of co-ordinating and facilitating creative community programmes for people with mental health support needs, adults at risk (vulnerable adults) and/or individuals facing barriers to accessing mainstream services.
- Committed to social inclusion with an understanding of intersectionality.
- Understanding of and commitment to safeguarding and data protection laws and principles
- Experience of supervising volunteers with the ability to empower others and work inclusively
- An active listener with the ability to hold supportive conversations.
- Ability to manage situations of distress, crisis and conflict in an empathetic and patient manner.
- Experience of project management
- Excellent administrative skills and experience, with a good attention to detail
- 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 a varied workload and use initiative
- Awareness of Health & Safety at work.

## Desirable

- Knowledge and experience of user-leadership and/or co-production
- 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 online meeting software, e.g. Zoom
- Lived experience of mental health support needs

## Application Process

Please provide the following:

1. Either a covering letter or a short video or audio recording clearly outlining how you meet the skills, knowledge and experience required for the post. Letters should be no longer than two pages and recordings should be no longer than five minutes.
2. A CV including details of two referees

Applications should be sent to [jobs@artsnetwork.org.uk](mailto:jobs@artsnetwork.org.uk) with “Creative Programme Co-ordinator application” in the subject line.

Short listed applicants will be invited to an interview at Arts Network, SE12 8TF.

## Equal Opportunities

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 19<sup>th</sup> February 2024**

**Interviews:** Shortlisted applicants will be notified of interview by Friday 23<sup>rd</sup> February, with interviews taking place between 27<sup>th</sup> and 28<sup>th</sup> February.