

## **Creativity Works Job Description**

### **Volunteer Support Worker:**

This is a time-limited post and to develop and deliver elements of Mental Health Creative Support Service [MHCSS]

**Responsible to:** The Board

**Works with:** The Project Manager: Wellbeing

**Responsible for:** Freelance Artists, participants and volunteers within MHCSS project.

### **Job Purpose:**

- To strategically develop, manage and deliver the Volunteer Support element of the MHCSS project – further information can be found in the attached Volunteer Support Brief.
- To build and sustain partnerships between Creativity Works, other cultural organisations, non-arts organisations and communities.
- To ensure quality projects are delivered within the timescales required by partners.
- To ensure that the project leaves a lasting legacy that supports Creativity Works' development.

### **Management**

- In Partnership with the Director and Project Manager of the B&NES Mental Health Creative Support Service to develop and manage the strategic partnerships required to implement the projects.
- Work with the Director and the Project Manager to recruit, manage and support the volunteers.
- Work with the Project Manager to manage, lead and motivate volunteers to deliver the projects and outputs.
- Co-ordinate the production, presentation and dissemination of exhibitions, presentations, performances or publications of work.
- Ensure risk assessments are carried out and health and safety requirements are addressed on all projects.

### **Finance**

- Assist the Director and the Project Manager to develop long-term funding relationships to sustain the work.
- Assist the Director and Project Manager to actively fundraise to ensure funding packages required are in place.
- Work with the Director and Project Manager to ensure that the self-run volunteer groups are delivered within the budget.

## **Monitoring and Evaluation**

- Work with volunteers to implement effective monitoring and evaluation processes for the projects.
- Contribute to the final report/s in collaboration with the Director and the Project Manager.
- Contribute to the dissemination of reports.

## **Marketing and PR**

- Advocate for the MHCSS project and Creativity Works' work in general locally, sub-regionally and nationally as appropriate.
- Contribute to the marketing of projects, working with the Director and the Project Manager to devise and disseminate materials and achieve desired outputs.

## **Planning and General Duties**

- To undertake administrative duties connected with the project as required.
- To represent and promote Creativity Works' work where appropriate.
- To submit relevant progress reports to Trustees.
- To act in the best interests of Creativity Works.
- To work within Creativity Works policy framework including working within the spirit of Creativity Works' equal opportunities policy.
- To undertake any other duties and responsibilities commensurate with the post.

## **Conditions of Service (Summary)**

Grade / Salary:	£21 -23,000 pro rata (dependant on experience)
Hours:	7.5 hours per week
Timescale:	1 <sup>st</sup> June 2013 to 31 <sup>st</sup> March 2014
Special Conditions:	The hours worked may require evenings and weekends.
Pension:	Eligible to join Creativity Works stakeholder pension scheme to which the Board of Trustees make a 5% of salary level contribution.