

| Creativity Works Volunteer and Group Support Worker: Person Specification | |
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| Essential | Desirable |
| Qualifications | |
| Educated to degree/HND level or equivalent. | Arts Specialist preferred Have lived experience of mental health and / or mental health awareness training |
| Experience | |
| At least one years experience of managing and developing arts, community [or similar] organisations/projects | Experience of working within both urban and rural areas |
| At least one years proven experience of working in participatory arts | Ability to work flexibly at different times of the week and different times of the day |
| Experience of recruiting, managing and supporting volunteers | |
| Experience in developing partnerships and working collaboratively. | Experience of managing and monitoring budgets |
| Experience in Monitoring and evaluation of projects and assessing quality of both process and product | Experience of fundraising |
| Experience of co-ordinating the production, presentation and dissemination of exhibitions, presentations, performances or publications of art work | |
| Knowledge and Skills | |
| Knowledge of a wide variety of art forms both traditional and new | |
| Knowledge of community development issues across Bath & North East Somerset | A thorough understanding of Creativity Works' model of working, policies and procedures. |
| Knowledge of participatory arts best practice and community development and social inclusion issues | Ability to deliver key funders' aims and objectives |
| Ability to identify and support project marketing and PR requirements | Ability to devise marketing and PR outputs |
| Commitment to and understanding of equality and diversity issues and ability to deliver and monitor Creativity Works' Equality and Diversity Policy | |
| Excellent Computer skills | |
| Excellent communication skills both written and verbal, including the ability to speak on behalf of an organisation | Publicity/marketing and presentation skills |
| Ability to develop and work within good health and safety policy and practice | Ability to undertake risk assessments |
| Personal Qualities | |
| Strong self-motivation and ability to manage own time effectively with minimum supervision | |
| The ability to respond positively/creatively to challenges and changes | |
| A commitment to the aims and ethos of Creativity Works' | |
| Ability to work flexibly including evenings and weekends | |