**Creative Wellbeing Projects Assistant**

**About Creativity Works**

Creativity Works is a leading socially engaged arts organisation, registered charity and National Portfolio Organisation based in Radstock, North East Somerset. We use the power of the creative process to make a real difference to people’s lives-inspiring and empowering them to explore, develop and grow.

Creative Links is a creative wellbeing programme, funded by Virgin Care and delivered by Creativity Works. The programme supports and develops a number (currently 3) of enterprising groups of people to create and self-run their own peer-led creative group and further creative projects.

There is a tangible ‘buzz’ from the creative involvement and expression, activity and commitment that members bring to our peer-support groups. Creativity Works recognises this and has been told by individuals that they begin to see themselves as more than their illness and as empowered creative individuals taking part in cultural activity across Bath & North East Somerset.

**About the role**

This is a time-limited post to assist in the running of the creative wellbeing programme and support and develop volunteers associated with the Creative Links project.

Creativity Works, in partnership with the artists and participants it supports through Creative Links, has identified a need for creative community groups to link and learn from each other as their groups and projects develop. The role of Creative Wellbeing Projects Assistant will support the sustainable evolution of enterprising projects and groups and will work alongside and with the existing groups and partners to strengthen the development of volunteer support. The role will strengthen support for these networks and the skills amongst group member volunteers.

Additionally, the role will give admin support to the overall creative wellbeing projects, with a focus on the collation and processing of data that will inform our monitoring and evaluation processes.

**Job Overview**

Responsible to: The Board

Works to: Creative Wellbeing Manager

Responsible for: Creative and peer-support volunteers; participants and volunteers within the peer-led groups and Creative Links projects.

Working Hours: 15 hrs (2 days per week)

Timescale: 1-year initial contract

Salary: £22,000 per year pro rata (£8800)

Benefits: 5% employee pension contribution

Probation period: 1 month (during which time either party may terminate the contract with one weeks’ notice.

Holidays: 25 days per year pro rata

*Creativity Works is committed to being a truly inclusive organisation – from our Trustees and staff, to our volunteers and participants. We treat all job applications equally. We particularly encourage applications from individuals who are underrepresented in the cultural sector. Our organisation has a flexible and adaptive environment that allows our small, dedicated team to flourish.*

**Job Purpose:**

• To manage the collation and inputting of participants details and evaluation data from Creative Wellbeing projects into the database

• To manage and deliver the Volunteer Support element of the Creative Links project, with specific focus on the peer-support groups

*NB Definition of Volunteer:*

*Anyone participating in groups or workshops initiated and/or supported by Creativity Works, whether these are artist or peer-led. Anyone voluntarily contributing time and energy to the support of Creativity Works’ projects in any (administrative or artistic/creative) capacity.*

**Job Description:**

**Volunteer Support**

* Work with the Creative Wellbeing Manager to recruit, manage, co-ordinate and support the volunteers and the peer-support groups in the running of their groups.
* To be the first point of contact for the volunteers and members of the peer-support groups, via email, phone, or face to face.
* Co-ordinate the production, presentation and dissemination of exhibitions, presentations, performances or publications of work created by the peer-support groups.
* Ensure risk assessments are carried out and health and safety requirements are addressed on all projects.
* To be aware of any training opportunities available for the volunteers and co-ordinate their attendance.
* Work with co|Create programme development to support the development of volunteer artists and creative facilitators.
* Work with the Creative Wellbeing Manager to ensure that the peer-support groups are delivered within the budget.
* Contribute to the creation and maintenance of an up-to-date and effective volunteer database.

**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 Creative Wellbeing Manager.
* Contribute to the development, evaluation & review of a volunteer support & engagement strategy.

**Data Admin**

* Develop effective systems for data collection across Creative Wellbeing programme.
* Lead on the inputting of data for Creative Links and the peer-support groups.
* Produce accessible reports for Creative Links and the peer-support groups when requested.
* Contribute to the dissemination of reports.

**General Duties**

* To undertake administrative duties connected with the programme 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.

**Person Specification**

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| **Creative Wellbeing Projects Assistant: Person Specification** |
| **Essential** | **Desirable** |
| **Qualifications** |
| Educated to Level 6 qualification or equivalent experience | Arts Specialist preferred |
| **Experience** |
| At least one year’s experience of working in an administration role | At least one year’s proven experience of working in participatory arts |
| Experience of supporting volunteers | Experience of managing and monitoring budgets |
| Experience of collating and inputting data | Experience in developing partnerships and working collaboratively |
| Experience in monitoring and evaluation of projects and assessing quality of both process and product | Experience of working with people living with mental health challenges |
| Experience of co-ordinating the production, presentation and dissemination of exhibitions, presentations, performances or publications of art work | Experience of working with community groups |
| **Knowledge and Skills** |
| Knowledge of a wide variety of art forms both traditional and new | A thorough understanding of Creativity Works’ model of working  |
| Knowledge of community development issues across Bath & North East Somerset | Ability to identify project marketing and PR requirements |
| Knowledge of participatory arts best practice and community development issues | Ability to devise marketing and PR outputs |
| Commitment to and understanding of equality and diversity issues | Publicity/marketing and presentation skills |
| Excellent Computer and IT skills and knowledge of Word, Excel and PPT | Ability to undertake risk assessments |
| Excellent communication skills both written and verbal, including the ability to speak on behalf of an organisation  |  |
| **Personal Qualities** |
| Strong self-motivation and ability to manage own time effectively with minimum supervision | Ability to work across multiple projects |
| 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 |  |

**How to apply**

Submission by application form only please

Please also include a completed Equal Opportunities form

Applications should be emailed to:

info@creativityworks.org.uk

**Application deadline: 10am, Monday 4 January 2021**

**Interviews: Monday 18th January 2021**

(please ensure you are available for this date before applying)

Due to current uncertainty, interviews may be held over Zoom. We will discuss access requirements relating to interview questions and format with all shortlisted candidates.