**Creative Facilitator**

Job Description &

Person Specification

Mind in Brent, Wandsworth & Westminster

**JOB DESCRIPTION**

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| **Job Title:** | Creative Facilitator (Portugal Prints) |
| **Grade & Salary:** | WM6 SCP222 £24,218 pro rata |
| **Hours of work:** | Part time  Monday 13.30 – 17.30pm  Tuesday and Wednesday 09:30 – 17:30 |
| **Line Management Reports:** | 0 |
| **Accountable to:** | Service Manager – Portugal Prints |
| **Functional Responsibility:** | To act as a key worker for an identified number of artists and help them work towards both their creative and recovery focused goals. |
| **Job Purpose:** | To plan and facilitate regular art groups that inspire curiosity and creativity for a range of artistic styles, mediums, and interests.  To provide flexible and responsive support, based on the needs and aspirations of service users, that promote social inclusion and recovery. |
| **Based at:** | Arlington House - Camden |

**Main Responsibilities:**

* To act as a key worker for an identified number of artists with a goal setting and recovery focused approach. These should be strengths-based and oriented towards reinforcing a positive identity and developing valued social roles – and creative and artistic development.
* To promote and apply equal opportunities and anti-discriminatory practice that respects diversity and service users’ customs, values and spiritual beliefs at all times.
* To liaise and work with the service users’ care team.
* To work with service users to identify short and long-term goals and how to achieve them.
* To provide flexible and responsive support, based on the needs and aspirations of service users, that promote social inclusion and recovery.
* To work with service users to facilitate access to appropriate services to progress their growth and recovery.
* To plan and facilitate regular art groups that inspire curiosity and creativity for a range of artistic styles, mediums and interests.
* To run short-term art programmes for external organisations including all the appropriate planning and reporting.
* To maintain accounting records of petty cash, artist’s payments and art materials budget.
* To develop community links, partnerships with other agencies and external opportunities for artists.
* To promote Mind in Brent Wandsworth & Westminster and actively market Portugal Prints and other services.
* Maintain social media accounts, creating content with our artists and promoting our services.
* To supervise volunteers, as required, providing induction and monthly supervision.
* To participate in regular supervision meetings with line manager.
* To ensure data and records are kept up to date, according Mind in BWW’s guidelines and policies.
* To ensure that any safeguarding concerns or incidents are dealt with and reported in a timely way, in line with organisational policies.
* To be familiar with, and adhere to, all organisational policies, including confidentiality, safeguarding, risk assessment and health and safety.
* To manage the printing, promoting and selling of artist’s artwork.
* To ensure that the art studio is maintained clean, tidy and well stocked of art materials.
* To organise regular outings to a variety of museums, including liaising with host organisations as well as managing the travel, group numbers and health and safety.
* To maintain attendance records and follow-up absences as required.
* To run monthly Taster sessions and maintain contact with potential referrals.
* To stay updated about submission and award opportunities and to support artists in applying.
* To coordinate exhibitions both externally and as part of Portugal Prints Open Studio events, while supporting artists practically and emotionally to exhibit their work.
* To work collaboratively as part of the team, taking a share of administrative tasks and providing monitoring and financial data to line manager, as required
* To undertake any other tasks commensurate with this role
* To assist the team with referrals made to Portugal Prints by managing the referral process for individual service users prior to their start date, including in-house risk assessment and related administrative tasks
* To attend Portugal Prints monthly reflective practice group.

**PERSON SPECIFICATION**

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| **Element** | **Description** | **E = Essential**  **D = Desirable** |
| **Qualifications** | Educated to degree level, or equivalent, in a relevant or related field | D |
| **Experience** | Experience of working within a social care setting and/or supporting people with mental health problems | E |
| Experience of delivering person-centred services | E |
| Experience of networking, liaising with referrers and community-based organisations and building good working relationships with stakeholders | E |
| Experience of delivering presentations and marketing services | E |
| Experience of delivering creative based workshops for groups and be able to respond to changing circumstances | D |
| **Knowledge** | Understanding of social media systems such as Instagram, Facebook, Twitter and LinkedIn | D |
| Intermediate MS Office skills (including Word, Excel and PowerPoint) with an ability to use database systems effectively | E |
| Good understanding of how to work within a fixed budget and to deadlines | E |
| **Skills/aptitude** | Good communication skills, both verbally and in writing, with an ability to listen actively | E |
| Ability to carry out quantitative and qualitative data analysis for reporting purposes | E |
| Alignment to BWW Mind’s values | E |
| Works collaboratively with others. | E |
| Builds a network of good working relationships | E |
| Committed to achieving results, taking personal accountability for work. | E |

* **Post is subject to an enhanced DBS check**

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Registered charity number 292708