

Post	Holiday Fun Creative Activity Facilitator
Location	Harwich
Reporting To	Holiday Fun Project Co-ordinator
Dated	May 2019
Salary	£8.21 /hour
Status	Casual, part-time working during school holidays and weekends Between 14 and 35 hours per week Mon to Fri – 9:45am-5:15pm (half hour lunch break)
PURPOSE OF ROLE	
<p>Since 2017 Firstsite has run a successful programme of family focused activity, including art, sports and food. The programme is now being developed, in partnership with Tendring District Council and the NHS, to include locations in Harwich from June 2019.</p> <p>The Creative Activity Facilitator, Harwich will lead creative sessions for children and families during the school holidays and weekends. These sessions operate on a drop-in basis, and are aimed at families with children aged between four and 11 years old, though the sessions are open to families with children of any age. Families can stay for as long or as little of the day-long sessions as they like. Participants will be of mixed abilities and the sessions will be designed to accommodate this. The activities on offer will be designed to be as inclusive as possible, to enable participation from as wide an audience as possible, in particular those with disabilities, learning difficulties and sensory needs. Sessions will take place at the Harwich Arts and Heritage Centre, Harwich.</p>	
ENVIRONMENT	
<p>Firstsite is a company limited by guarantee with charitable status. Founded in 1994, Firstsite's original home was Colchester's 18th century Minories building where its innovative programme of exhibitions and professional development for artists began to grow and flourish. In 2011, it moved into its current iconic building where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists.</p> <p>Firstsite's vision is to reflect the people, places and priorities of Essex and Colchester through its exceptional artistic and cultural activities - empowering diverse people to be actively engaged and lead healthier and happier lives.</p>	
KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED	
The following knowledge, experience, and skills are required in the role of Creative Activity Facilitator: Essential (E) Desirable (D)	

Experience

- A genuine interest in working with children and families (E)
- An interest in arts and the creative industries (D)
- An interest in inclusive practices (D)
- Ability to relate to a wide variety of audiences (E)
- Good communication skills (E)
- Commitment and reliability (E)
- Flexibility and adaptability (E)

This role requires a Disclosure and Barring Service (DBS) check

TASKS AND OUTPUTS

The following represents, but not limited to, the main tasks the Job Holder will undertake regularly:

Principle Responsibilities

- To facilitate children, young people and families to take part in a range of art activities, including those with disabilities, learning difficulties and sensory needs
- To deliver a robust evaluation framework, in line with requirements from external funders
- To assist in gathering evaluation data from attendees
- To maintain resources for the activities and notify senior staff when stocks are low
- To keep the area clean, tidy and safe at all times
- To be aware of risk assessments for all sessions, and follow the guidance

General

- To work in accordance with all Firstsite procedures (eg. First Aid, Fire safety, Safeguarding) and attend training and meetings when required.
- To undertake any other duties as required commensurate with the post.

Intelligent Working

Our flexible working arrangements can help you to achieve a balanced lifestyle and we offer flexible working arrangements which could include, annualised hours, early or late starts to fit around other commitments, shorter working days, etc. We are happy to discuss your own requirements in more detail, should that be of interest.

Firstsite's commitment to inclusion

We pride ourselves on being a place where your individuality is valued; you can be yourself and still achieve your potential. We believe that your individuality helps us to deliver the best results to our objectives. Diversity of background, diversity of experience, diversity of perspective, are important to us.

At Firstsite, we recognise that returning to work after an extended career break can be daunting. We understand and appreciate that those with experience who have taken a career break still have a wealth of experience and knowledge to offer our organisation, which helps us to achieve our business goals. We will support you to refresh your skills, develop your confidence and provide a supportive network across the firm to help you best integrate into the working environment.

Applying with a disability

Firstsite is proud to be an inclusive, equal opportunity employer and we seek to attract and retain the best people from the widest possible talent pool. We are committed to ensuring that all candidates are treated fairly throughout the Recruitment Process. Should you be successful after the initial application stage, please discuss with your recruitment contact any reasonable adjustments to our Recruitment Process that you may require.

How to apply

Applicants should send a CV, on no more than two sides of A4, and a covering letter, on no more than two sides of A4, showing your motivation for the role and how you meet the criteria outlined in the person specification to:

Sue Hogan
Programme Manager, Learning and Education
Firstsite, Lewis Gardens,
Colchester, CO1 1JH

sue@firstsite.uk

Closing Date: Friday 24 2019, 5pm
Interview Date: week commencing Monday 3 June 2019

Interviews will take place at Firstsite. Travel expenses for attending the interview can be reimbursed.