

<b>Post</b>	<b>Holiday Fun Programme Assistant</b>
<b>Location</b>	<b>Harwich</b>
<b>Reporting To</b>	<b>Holiday Fun Programme Manager</b>
<b>Dated</b>	<b>May 2019</b>
<b>Salary</b>	<b>£8.21 /hour</b>
<b>Status</b>	<b>Casual, part-time working, including school holidays and weekends</b> <b>Between 14 and 35 hours per week</b> <b>Mon to Fri – 9:30am-5:30pm (half hour lunch break)</b>

## **PURPOSE OF ROLE**

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.

The Holiday Fun Programme Assistant will support the Holiday Fun Programme Manager to deliver these new activities in Harwich.

The role of the Holiday Fun Programme Assistant will involve hands-on support for the range of activities on offer, from taking bookings through to the completion of the sessions. The post holder will also assist with the collection and collation of evaluation data for the project.

This is a demanding and rewarding role working with a busy organisation. Working closely with members of the Programme Team and colleagues across all operations at Firstsite. Ensuring effective communications, planning and delivery; engaging Firstsite's diverse audiences, and attracting a substantial number of new visitors.

## **ENVIRONMENT**

Firstsite is a company limited by guarantee with charitable status. Founded in 1994, Firstsite's original home was Colchester's 18<sup>th</sup> 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.

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.

## KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

The following knowledge, experience, and skills are required in the role of Programme Assistant:  
Essential (E) Desirable (D)

### Experience

- A genuine and demonstrable interest in art and the creative sector (E)
- An understanding of the differing needs of families, including the barriers that may exist to prevent participation (E)
- Awareness of local communities (D)
- A basic understanding of the principles of safeguarding (E)

### Skills

- Ability to work under pressure (E)
- Effective communication skills (written and oral) (E)
- Excellent time management skills (E)
- Ability to make efficient and effective use of resources (E)
- Attention to detail (E)
- Flexibility and adaptability in approach to families (E)
- Supportive attitude to working within a team and with others (E)
- Ability to maintain confidentiality and exercise judgment when communicating with different stakeholders (E)
- Confident user of IT (E)

### Qualifications

- A genuine interest in inclusion and equality (E)
- Ability to be flexible in hours worked, according to the needs of the programme (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

- Work with the Firstsite Programme Team to support the successful delivery of the Holiday Fun activities taking place in Harwich
- Book participants onto the activities, by telephone or in person, making sure we are aware of any needs that require attention or adjustments during the session
- Welcome families to the events and check tickets to ensure entry to the correct activities
- Support delivery staff and canteen staff throughout the day to ensure they have the materials and resources they need
- Collect and collate evaluation data as required

- Support the delivery of the Holiday Fun programme through regular and effective communications across Firstsite staff

## **Advocacy**

- Represent Firstsite publicly, in person - at events and talks at Firstsite and elsewhere as required - and in written communication
- Respond to general enquiries from the public in person, by phone and in written communications.

## **General**

- To work in accordance with all Firstsite procedures (eg. First Aid, Fire safety, Safeguarding) and attend training and meetings when required.
- To be aware of relevant legislation (e.g. DBS, DDA, Health & Safety, etc.).
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite.
- 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: Monday 20 May 2019, 9am

Interview Date: Friday 24 May 2019

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