



Creative Wellbeing Projects Assistant

About Creativity Works

Creativity Works is a multi- award-winning socially engaged arts charity based in Radstock in Somerset. We work in Bath & North East Somerset (B&NES) and across the South West. Our mission is to use the power of the creative process to bring people and places together to create a better future for themselves and their communities.

Creative Links is a creative wellbeing programme, funded by HCRG Care Group and delivered by Creativity Works. The programme supports and develops a number of creative projects across B&NES including 3 enterprising peer-led groups self-run by the members. Individuals benefit in many ways including learning new skills, taking part in social activities where friendships are made, and beginning 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 administration associated with the Creative Links project.

The role of Creative Wellbeing Projects Assistant will give admin support to the overall creative wellbeing projects, with a focus on the enrolment process, collation and processing of data that will inform our monitoring and evaluation processes.

Additionally, the role will support the sustainable evolution of creative projects and will work alongside existing groups and partners and strengthen the development of volunteer support within the group.

Job Overview

Responsible to:	The Board
Works to:	Creative Wellbeing Manager
Responsible for:	Administrative support for the Creative Links programme and support to the artists, peer led groups and volunteers involved with the projects.
Working Hours:	15 hrs (2 days per week)
Timescale:	fixed term contract to end of March 2023
Start date:	Ideally starting immediately
Salary:	£22,000 per year pro rata
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 enrolment, collation and inputting of participants details and evaluation data from Creative Wellbeing projects into the database
- To support project and peer-led group activity and volunteers within some of the Creative Links project

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:

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

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

Project Support



- Work with the Creative Wellbeing Manager to recruit, manage, co-ordinate and support the participants of the projects
- Support 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
- Support 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 the Artists Development Manager 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

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

Creative Wellbeing Projects Assistant: Person Specification	
Essential	Desirable
Qualifications	
Educated to Level 6 qualification or equivalent experience	Arts Specialist preferred
Experience	
Experience of working in an administration role	Experience of working in participatory arts
Experience of supporting participants and volunteers	Experience in developing partnerships and working collaboratively
Experience of collating and inputting data	Experience of managing and monitoring budgets
Experience of working with people living with mental health challenges	Experience in monitoring and evaluation of projects and assessing quality of both process and product



Experience of working with community groups	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	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, diversity and inclusion	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 CV and a covering letter no longer than 2 pages of A4
Please also include a completed Equal Opportunities form

Applications should be emailed to:
philippa@creativityworks.org.uk

Application deadline: 9am, Tuesday 8th November 2022

Interviews: Tuesday 15th November 2022

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

Interviews will be held face to face in Radstock. We will discuss access requirements relating to interview questions and format with all shortlisted candidates.