

## **JOB DESCRIPTION**

<b>Job Title:</b>	Creative Support Worker
<b>Hours:</b>	1 ½ Days per week (11.25 hours)
<b>Salary:</b>	£21,000 per annum (pro rata)
<b>Duration:</b>	12 month fixed term contract
<b>Responsible To:</b>	Art 4 MH Lead Practitioner
<b>Location:</b>	North Tyneside (Wallsend & North Shields)

### **Main Purpose of the Role:**

North Tyneside Art Studio requires a creative and dynamic individual to join our team.

Mainly working at NTAS II, our vibrant, multi-agency creative health and wellbeing hub in the heart of Wallsend, you will, on occasion, be required to work at our main Studio in North Shields and other locations across North Tyneside.

At NTAS II you will support the Project Lead to plan and deliver a range of creative groups and workshops that support agreed health and wellbeing outcomes. You will support the completion of reports and evaluations and capture case studies and stories using a range of tools and methods.

You will help to maintain a friendly and welcoming space and be able to support people with different levels of artistic skills and experience and different communication needs.

You will be responsible for maintaining clean and tidy work areas and maintaining artistic stocks and supplies. You will ensure that people are working in a safe and responsible manner and support the implementation of effective health and safety policies and procedures.

When working at our main Studio in North Shields you will be required to support the delivery of our creative programme, including the delivery of groups and workshops and providing members with 1-2-1 support.

You will be required to work as part of a small team and work closely with colleagues, volunteers and partner organisations. You will need to be flexible and positive and able to take ownership of tasks and deadlines.

At all times you will demonstrate the ethos and values of NTAS, treating people with dignity and respect and promoting the principles of fairness and equality.

## **Key Responsibilities and Duties**

- You will work with the Project lead to plan and deliver a wide range of creative groups and workshops
- You will be responsible for managing a creative space and managing and maintaining the availability of artistic tools and materials
- You will work in a safe way and support the implementation of H&S policies and procedures
- You will ensure that work areas are kept clean and tidy
- You will support the completion of reports and evaluations
- At all times you will demonstrate the ethos and values of NTAS, treating people with dignity and respect and promoting the principles of fairness and equality

## **Person Specification**

NTAS requires a person with a good range of creative skills and experience who brings a flexible attitude and a focus on finding solutions and getting things done. There will be lots of opportunities to learn on the job and we will invest in your training and development so a positive attitude and a willingness to learn are vital. We are looking for someone who can meet the following criteria:

- Knowledge and experience of working with a variety of art forms, styles and techniques
- Experience of delivering creative groups and workshops
- A current arts or crafts practice
- Confidence to discuss creative projects and challenges with groups and individuals and offer ideas and solutions
- Be able to demonstrate an understanding of the links between art and health and wellbeing outcomes
- A positive, can-do attitude
- Good organisational skills with effective time management and the ability to prioritise tasks and work on own initiative
- Excellent communication skills and the ability to engage different audiences and produce clear and accurate reports, letters and emails
- Highly developed interpersonal skills and the ability to build and maintain relationships with a wide range of people based on trust and respect
- Knowledge and experience in the use of social media
- Knowledge of health and wellbeing issues and experience of working in a community setting would be an advantage

*This is not a complete statement of duties and may be amended in the light of the changing needs of the organisation after consultation with the post holder.*