

Job Description:

Creative Facilitator Lead



Job Title	Creative Facilitator Lead
Workplace	OrganicArts, West Town Farm, Ide nr Exeter EX2 9TG
Type of Contract	8 hrs /week usually on a Thursday. Part-time Fixed Term for 10 months. Probationary period of 2 months.
Remuneration	£5678.40 pa (£13.65/hr) (FTE £26617.50)
Reports to	Co-Ordinator
Responsible for	Makers Group Assistant
About organicArts	organicARTS is a small educational charity focused on connecting people with the land, themselves and each other for a healthy future. We have been operating since 2004, and are based on West Town Farm, close to the village of Ide and 3km from the centre of Exeter. OrganicArts Trustees, Staff and Volunteers have a combined interest in the natural environment, mental and physical wellbeing, creative arts and crafts, and food and farming. We run a nature-inspired creative Makers Group, a community garden, and a host of other activities for schools, community groups, and the general public. Our Values: INCLUSIVE- We are non-discriminatory, non -faith based and make an effort to include members of society who are frequently excluded due to the challenges they face. ● AUTHENTIC- Our team regularly engages with nature and each other, working collaboratively and having fun. Our values are embodied in everything we do. We model sustainable practice. ● VALUE TIME- We value time to 'be' as well as 'do' and make space for connection and reflection. ● OPEN - We share what we do in a clear way that allows others to understand what we are about and how to engage with us, using clear visual and accessible storytelling ● RESPECTFUL- We respect each other, the farm and the earth that is our home. We consider land to be 'sitting in circle' with us in our decision-making and engage sensitively with it.

	• CREATIVE- We are unafraid to try new things, seeing all experience as a learning opportunity, and use creativity to enhance all we do. • CONNECTED IN OUR COMMUNITY- We are visibly open to all, providing various ways for people to engage with us and actively involve our community in decision-making. • PRACTICAL- We understand the need for financial resilience and prioritise planning and diversity of funding. • KIND- We are kind and loving in our interactions
About the Makers' Group	The Makers Group is a social and creative weekly group which started in 2019. The group runs every Thursday from 10.30am-1.30pm and is open to anyone and all abilities, with a particular welcome to those with lived experience of mental ill health or social isolation. The group learns new skills and creative processes, offering a welcoming and friendly atmosphere to socialise and connect with our beautiful landscape. Projects have included responding to the land around us, utilising natural materials, and developing and sharing creative skills. The sessions endeavour to support individuals' wellbeing and strive to reach out into the wider community. https://www.organicarts.org.uk/projects/makersgroup/
Main Purpose of Job	To produce a creative programme at oA, including responsibility for the Makers Group , in particular including sessions inviting new audiences and visiting session artists
Main Duties & Responsibilities	<i>Creative Programming</i> • Plan a seasonal programme of creative projects, including visiting artists and partner collaborations where appropriate. • Create opportunities for collaboration with other strands of organicARTS (Grow/Explore/Connect) and with other organisations. • Work to develop a wider creative programme open to new audiences. • .Promote and publicise the work of the creative programmes through regular posts on the organicARTS website and other social media as appropriate.

Makers Group Facilitation

- Promote the mental health & well-being of members of the Makers' Group, by creating a safe and welcoming space for people to visit.
- Ensure that each session is planned, resourced and supported, and that equipment is cleaned and tidied afterwards.
- Liaise with visiting artists to teach sessions and share processes.
- Promote and develop Group members' ideas.
- Create opportunities for celebrating, skill sharing and connecting with the community through group activities.
- Help plan the future and development of the Group.
- Line manage Makers' Group Assistant.

Administration and Operational

- Monitor & evaluate Create projects.
- Manage expenditure within a given budget.
- Be responsible for the proper use, maintenance and safe storage of all tools and equipment and the Grain Barn for use by the Create Programme.
- Provide written twice-yearly reports for the Trustees, and contribute reports/proposals to the Annual Report, Business plan, funders and grant applications as required.
- Work with the Volunteer Coordinator to recruit and manage volunteers to support the running of the Makers Group and Create Programme.
- Promote and publicise the work of the creative programmes through regular posts on the organicARTS website and other social media as appropriate.
- Comply with and, as appropriate, contribute to the development and review of organicARTS policies & procedures. Make recommendations for changes in working practices as necessary.
- Undertake relevant training as appropriate.
- Maintain and develop good working relationships with members of the Makers' Group, organicARTS staff, West Town Farm staff and other stakeholders.
- Carry out any other duties commensurate with the role.
- Promote the ethos of organicARTS.

Person Specification	Essential (E)/ Desirable (D)
Knowledge	
Knowledge of the principles of socially engaged/participatory arts practice	E
Knowledge of the creative/arts landscape nationally and locally	E
Knowledge of creative processes including with natural methods/materials	E
An understanding of and commitment to equality diversity & inclusion	E
Knowledge of health & safety requirements eg risk assessments and manual handling	E
Skills	
Demonstratable history of a creative practice and/or passion for the arts/crafts	E
Excellent organisational skills and the ability to prioritise and work to deadlines.	E
Excellent verbal and written communication	E
Computer literate including ability to write and edit documents, spreadsheets,	E
Ability to work independently, take the initiative and also be part of a small team.	E
Willingness to undertake training and personal development as required	E
Experience	
Experience of running participatory/community arts projects	E
Experience of working with adults at vulnerable life moments	E
Experience of managing project budgets	E
Experience of project monitoring, evaluation and reporting including using quantitative and qualitative methods	E
Experience of working with and/or coordinating freelance artists	D
Experience of working in partnership with other organisations	D
Experience of supporting assistant and volunteers	D
Experience of marketing, publicity and promotion of creative programmes/events such as producing website content, social media posts, design programmes eg Canva	D
Qualifications/Training	
First Aid at work	D

Safeguarding adults & children	D
Personal Attributes	
Ability to work reflectively and responsively	E
Personal resilience & ability to set personal boundaries	E
Ability to remain calm under pressure and maintain a positive attitude	E
Patience and good listening skills	E
Treat people with fairness, respect and consideration without regard for their position, status, or background	E
A passion for the benefits of volunteering and working with under-represented communities	E
Shared vision for the ethos of the Makers' Group and organicArts	E
Flexible in working arrangements and able to work occasional evenings and weekends	D

The successful candidate will be required to undergo an enhanced DBS check.

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in the arts sector, and we're committed to doing what we can to correct this. We are particularly keen to receive applications from those who identify as global majority; d/Deaf or disabled people; people who identify as being LGTBQ+; people who have a mental health condition; and people who identify as working class now or in the past.

How To Apply

Please send in PDF format:

- your CV or MV (Magna Vitae)
- contact details for 2 referees (at least one of which must be professional)
- a covering letter of no more than 2 sides of A4, explaining why you are suitable for the role
- EDI form

to info@organicarts.org.uk by 9am on Thursday 2 October.

Interviews to take place week commencing 20 October, with work starting in November.