



JOB DESCRIPTION

Job Title: Facilitator Artist

Job Purpose: Your role is to facilitate engagement in artistic practice for participants in Prism Arts. From assisting in group sessions to supporting 1:2:1 delivery we want you to be great with people and also have a good understanding of contemporary arts practice. Working flexibly you will support the Lead Practitioners and Project Managers in the delivery of person centred programmes of creative work. This will include workshops, trips, performances, meetings, events with our participants, but can also grow into including training external companies in diversity, participatory practice and inclusion. This is envisioned as a formative role that enables you to progress within Prism Arts or the Cultural sector more broadly.

Responsible to: Practice Leads (Visual and Performance)

Salary: (FTE) £18,770

Pro Rata Salary: £7,508

Hours: (0.4) Pro Rata. Average 15 hours per week.

Contract: Permanent, annualised hours

1. Main Tasks and Responsibilities:

Your role is to facilitate engagement for individuals. From assisting in group sessions to supporting 1:2:1 delivery. Working flexibly, you will support the Lead Practitioners and Project Managers in the delivery of great person centred programmes of work. To include workshops, trips, performances, meetings, events and external training.

You will enable delivery of the Business and Creative Plan in terms of our supporting people and progression through working closely with Lead Practitioners to support individuals and groups. You will attend the Creative Development Team as is useful to your development and attend stakeholder events and activities in support of participants as required.

People/ Participants: You will work closely with individuals in both group or 1:2:1 contexts, facilitating engagement.

People/ Community: You will support community events as required, in support of participants and the wider staff team.

Programming: Facilitate individuals/ groups to engage in our annual programme.

Commissioning/ Project Dev: Facilitate individuals/ groups to engage in commissioned programmes of work.

Session Delivery and Facilitation: You will facilitate delivery sessions as programmed by the Practice Leads and Project Managers. You will work alongside Participant Support Lead and Community Connector to support and enable participants within live and remote delivery sessions, 1:2:1 sessions and for other events, remote working sessions, training, meetings and activities.

Direct Payments: You will facilitate engagement of people accessing our direct payments funded programmes as required and directed by Practice Leads and Participant Support Lead.

2. General

Governance: Supply data for reports as required by Practice Leads.

HR: You will adhere to all HR requirements

Marketing and Comms: You will support all marketing and digital campaigns as required. Assisting in collection of copy, images and feedback.

Ops/Office: You will adhere to office procedures to ensure smooth running of the charity.

Digital: You will adhere to Prism Arts digital communications requirements, using the system to share, store and manage all data relating to your work and the smooth running of the charity.

Data Collection and Management: You will support impact and data collection as required by the charity. You will record participant progress and feedback relevant learning to Participant Support Lead, Practice Leads. You will assist in data collection that supports communications as required by the community connector.

Office & Lunch Break Cover: All staff are required to support covering the office (phones, front of house role) and sessional time to enable delivery staff to always have a lunch break and adequate support. This will be managed by the Finance and Operations manager, and in this role it will take less than 20% of your week. You will be encouraged to always take a lunch break.

Admin: You will undertake your own admin relating to your key areas of work. You will ensure that digital and paper files are managed and updated. You will keep your office calendar updated.

Health and Safety Compliance/ Policies/ Safeguarding: You will adhere to all policies and procedures. With particular reference to safeguarding and health and safety practices in sessions and for 1:2:1 working. You are always clear on reporting and recording of all incidents and apply charity policies.

Team Meetings general:

- You will attend full Team Meetings x (9 meetings per annum) alongside weekly catch up meetings and regular Creative and People Team meetings
- You may attend other meetings as required.

Conduct and Training

- To represent the charity in an appropriate manner at all times when dealing with partners, volunteers, suppliers, clients, customers and colleagues.
- Work towards effective interpersonal communication at all levels and in particular at a team and individual level.

- Undergo any necessary on-the-job training required to develop the skills and knowledge needed to be able to perform to the standard required.

Diversity

The post holder is always required to have due regard to equal opportunities, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all. You will abide by Prism Arts Diversity policy and statement.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

Person Specification

		Essential or Desirable
Qualifications	Degree in the Arts or equivalent First Aid in the workplace	Desirable Desirable
Experience	Working with people with disabilities Participatory arts workshops and projects general Participatory arts workshops and projects theatre Using digital platforms to engage people (Zoom, Teams, Social Media) Working in a team Working in a support role	Desirable Desirable Desirable Desirable Desirable Desirable
Knowledge	Participatory arts practice Arts knowledge Working with people	Desirable Desirable Desirable
Skills	Great communicator Great With people Digital and IT skills general Compassionate and caring Arts and creative skills	Desirable Desirable Desirable Desirable Desirable