



Job Description

Role: Art & Craft Project Assistant

Responsible to: Art & Craft Project Lead

Responsible for: Volunteers and co-workers

Location: Sydenham Garden Resource Centre (SE23 2LW) and significant working from home

Hours: Part-time (18.75 hours per week or 2.5 days)

Contract Length: Fixed term 6 month contract

Salary: £23,000 pro rata (£11,500 per annum eq. to £5,750 for 6 months) with 6% pension contribution.

Holiday: Annual Leave Entitlement is 25 days pro rata plus bank holidays as applicable.

This role requires an enhanced Disclosure and Barring Service check (DBS)

Our Organisation

Sydenham Garden, based in Lewisham in South East London, is a unique wellbeing centre utilising its gardens, nature reserve and activity rooms to help people in their recovery from mental and physical ill-health. We provide nature and arts based creative, social and therapeutic activities for co-workers (the name we give to our primary beneficiaries).

People are referred to us from community organisations and health professionals and we use an integrative approach where those with different degrees of mental and physical ill-health come together with volunteers from the local community to reduce social exclusion and prejudice. Each year we work with on average 250-300 co-workers and over 60 volunteers.

Currently co-workers can take part in one of four main projects: Garden Project, Art and Craft Project, Sow and Grow Dementia Project, and Growing Lives Project, each with a different theme and emphasis. We also run supplementary activities including community lunches, a walking group, singing and movement sessions, and regular clubs. Since 2012, in line with increasing local need and demand for our services, we have grown from two projects on one site to four core projects over two sites and from two to 13 members of part time staff. Since March this year we have also developed a significant new strand of online group delivery, though our nature-based groups remain active in a Covid-safe adapted format, out of doors.

The Role

The Art & Craft Project Assistant will work within the Art & Craft Project to design, plan and deliver engaging and inclusive creative arts-based sessions with co-workers. They will be

responsible for the successful monitoring of their sessions and the collection of outcome data relevant to the project, to be shared with the Project Lead and Head of Services, feeding into our wider outcome monitoring. These sessions will be largely delivered online for the foreseeable future but when it is safe to do so there will also be a return to in person face to face session delivery.

The Art & Craft Project Assistant will bring enthusiasm for the creative arts, an understanding of the benefits of creative activities for mental wellbeing and physical health, and an open, imaginative approach for devising person centred, therapeutic, meaningful and uplifting projects and activities for online and in person programme delivery. There may be scope for delivery on other sites in the borough through partnership working and we are seeking to recruit an individual who can grow into the role, bringing plenty of ideas and passion for the benefits of creative activity for health.

Our team is small so the Art & Craft Project Assistant may occasionally be called on to provide cover or support for other project strands and a flexible approach to working will be a key quality for the successful candidate. Other duties may include supporting the Project Lead with day to day administration tasks, helping team wide community fundraising initiatives and providing input to social media and other forms of communications to raise the profile of our work.

Thanks to Lottery funding we are able to employ the Art & Craft Project Assistant on an initial 6-month contract. There may be scope to extend the role, further funding dependent.

Key Responsibilities

- To assist the Art & Craft Project Lead in all aspects of the Art & Craft Project.
- To deliver therapeutic and educational sessions to co-workers, providing cover for additional sessions when required across the delivery team.
- To support the Art & Craft Project Lead and Business and Premises Manager to maintain working and storage spaces on site in good condition.
- To ensure Sydenham Garden is a welcoming and inclusive environment.
- To promote peoples' recovery from ill mental and physical health.

Main duties

Delivering activity sessions, and practical demonstrations for people with a range of mental and physical health problems:

- Devise and plan creative and engaging sessions together with Project Lead.
- Provide clear and supportive instruction to co-workers with a range of needs and abilities.
- Support mailouts with ordering, sorting, packing and posting Art & Craft Project packs.
- Design and produce creative worksheets and materials for Art & Craft Project mailouts.
- Produce regular online exhibition of Art & Craft Project artworks and group pieces.
- Communicate any concerns or issues to Project Lead to ensure timely attention and resolution of the problem.

Health & Safety and Safeguarding.

- Understand and assess risk from an activity or situation.
- Carry out regular health and safety checks in relation to activities.
- Ensure the safety of all participants through safe delivery and monitoring of activities.
- Work with Art & Craft Project Lead to ensure Safeguarding Procedures are followed and any concerns or issues raised and dealt with appropriately.

Monitoring and Evaluation

- Collect accurate attendance data.
- Support Art & Craft Project Lead to deliver quarterly reviews for co-workers.
- Store collected data in the correct format and in a timely fashion for internal and external monitoring purposes.

Providing support and guidance for co-workers and volunteers.

- Provide a "listening ear" to group members (co-workers and volunteers).
- Demonstrate an understanding of the issues faced by co-workers and volunteers.
- Give guidance where appropriate, working with other team members including the Garden Project Lead, the Outreach and Development Worker and the Head of Services.

Other areas that will require contribution from the Art & Craft Project Assistant:

- Events planning and co-ordination.
- Organisational communications and marketing planning and activity.
- Other tasks as and when required e.g. providing holiday/ sickness absence cover for frontline delivery staff across the team.

The postholder will be required to attend training as appropriate in line with the scope of their role and the development needs of the organisation.

They will also be required to attend occasional 'out of hours' activities which may be in evenings or weekends. Time off in Lieu will be available for this work. This role will demonstrate a commitment, and make an active contribution, to the vision, ethos and culture of Sydenham Garden.

Person Specification

Essential

- Ability to devise, plan and deliver creative and engaging Art & Craft based activities collaboratively and independently, delegating some tasks to volunteers.
- Confident using IT (Zoom, MS Teams, social media, word processing etc) to deliver group sessions and produce creative materials.
- Experience of providing support to people with a wide range of different abilities and sensitivity to different needs within a group and possible interactions of group behaviours and dynamics.
- Passionate about art making and own art practice, broad depth of knowledge of art making processes.

- Confident written and spoken communicator with an open and welcoming presence and excellent listening skills.
- Good working knowledge of mental health issues and experience of providing activity based support to people with depression, anxiety and other common mental illness.
- Accurate record keeper with good attention to detail.
- Commitment to values of inclusivity, environmental conservation and equity of access to and experience of mental health support and the therapeutic benefits of the creative arts.

Desirable

- Experience of working with people who live with enduring mental/physical health issues.
- Experience of leading creative groups for adults with different support needs.
- Experience of working in a small charity and the challenges and opportunities that this offers.
- Experience of creating digital content for learning and education purposes for groups.

To Apply

Please email your completed application form to: jobs@sydenhamgarden.org.uk by midday on the closing date of Friday 4th December.

Interviews will take place on Monday 14th December 2020.