



Job Specification for Relief Arts & Crafts Co-ordinator

JOB PURPOSE & CORE DETAILS – To:

- To provide creative opportunities to individuals with learning disabilities and/or autism.
- Support and promote participants' decision-making in the creation of their artwork and the project's development.
- To create a safe, non-judgemental environment for participants and their peers to socialise while engaging in meaningful activities.

MAIN DUTIES AND RESPONSIBILITIES:

Support to people who use services - To:

- Access the aptitude and interests of the participants, assisting them to make informed artistic choices.
- Ensure the provision of planned arts/crafts activities tailored to the individual's skills, knowledge and abilities in one-to-one sessions or group workshops.
- Assist participants to pursue current artistic interests, providing advice to support staff as appropriate.
- Assist participants in the development of their latent artistic/craft skills, encouraging self-expression.

Planning, policies and record keeping – To:

- Record the progress of sessions to create plans & prepare for future creative activities.
- Requisition artist materials, liaising with Senior Arts & Crafts Co-ordinator
- Identify exhibition opportunities, select appropriate works to be exhibited and assist in the curation of exhibitions.
- Maintain appropriate records.

- Records to be kept are confined to creative activity record sheets detailing activities, requests for art materials and recommendations.
- Have access to risk assessments and basic background information to an appropriate level.
- Ensure a healthy and safe environment by implementing agency procedures, providing risk assessments and direct support as required. Based on the information provided, the coordinator will assess the appropriateness of the activity.

Interactions with other people – To:

- Work in collaboration with the support teams contributing to the delivery of the service, and the holistic assessment of the participant's individual needs.

No.	Criteria	Essential	Desirable
Qualifications			
1	Relevant qualification in art, music or a related discipline.	Essential	
Experience			
2	Experience of structuring and delivering workshops.	Essential	
	Experience of working with people with learning disabilities and/or autism.		Desirable
	Experience of working with adults at risk in community settings.		Desirable
Values			
3	Flexibility & willingness to explore individualised methods of communicating with people with severe learning disabilities.	Essential	
	Commitment to the principle of introducing art to socially excluded people.	Essential	
	Ability to confront social & institutional prejudice.	Essential	
	Ability to drive with access to a car for business purposes.		Desirable
Other skills and knowledge			
4	Ability to respect participants' choices & to involve them in decisions pertaining to artistic pursuits.	Essential	
	Ability to work both independently & as part of a team.	Essential	
	Ability to communicate effectively with participants and support staff.	Essential	
	Ability to maintain records relevant to the project and organisational requirements.	Essential	
	Ability to assess artistic aptitudes & interests.	Essential	
	An understanding of Microsoft Windows OS & Office.	Essential	
	An understanding of Adobe Photoshop & Social Media Apps		Desirable