 **JOB DESCRIPTION**

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| **Job Title** | Creative Projects & Programming Assistant |
| **Accountable to** | Learning & Participation Manager |
| **Personnel responsible for** |  |
| **Location** | WHALE Arts Centre.  Outreach and detached work in the Wester Hailes area. |
| **Hours of Work** | 25 hours per week worked flexibly to meet the demands of the post, including evenings and weekends where required. |
| **Contract Length** | Fixed term contact via Community Jobs Scotland |
| **Pay** | £8.45 per hour |

**SUMMARY OF POST**

The post holder will assist with the set-up, delivery, and clear up of a variety of WHALE's regular creative projects.   
They will also support the administration and marketing of WHALE's programme of activities.   
In addition they will provide Front of House services and support the effective management of WHALE's facilities.

**MAIN ACTIVITIES AND KEY RESPONSIBILITIES**

*Project Planning and Session Preparation*   
• Attend the staff briefing at the beginning of each project session   
• Take part in relevant professional development training including WHALE’s Outreach Staff Training and Child Protection Training sessions   
  
*During Sessions*   
• Support lead artists to deliver the weekly programme of creative activities or   
consultation sessions   
• Motivate, encourage and support people to participate fully in sessions   
• Comply with Health and Safety procedures at all times in sessions to keep everyone safe including artists and participants   
• Ensure you have a good understanding and comply with WHALE policies   
• Promote WHALE Arts’ programme to people of all ages and to members of the community   
• Help document activities with the use of photography while maintaining participants’ anonymity for use in publicity and marketing materials

*After Sessions*   
• Participate in discussions with the staff team and artist/tutor after each session as part of the debriefing process, to help identify the session outcomes, to highlight any issues that arose and any new areas of work   
• Work as part of the staff team to complete the project/session evaluation   
  
*Front of House*   
• Work at WHALE reception providing a friendly and helpful service to visitors, tenants, and telephone enquiries   
• Support the set-up and service provision for venue hire customers 

**Other Duties**

* To carry out reception cover duties
* To comply with relevant WHALE Arts Agency policies
* To undertake any relevant training in relation to the post

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

**PERSON SPECIFICATION**

Our ideal candidate would possess the following skills/experience and knowledge but we are happy to consider applicants who can also demonstrate a willingness to learn.   
  
*Skills*   
Ability to build rapport, engage and support project participants   
Ability to support participants with additional support needs   
Ability communicate ideas, encourage participation and enable people to learn new skills   
Ability to work in a team   
Effective time management   
Enthusiastic about arts in a community setting   
Ability to support young people with challenging behaviours   
  
*Experience*   
Experience of working with a range of people, including those from disadvantaged areas, BME communities, those who have faced challenging life circumstances.   
Experience of working with children and young people with disabilities and additional support needs.   
Experience of supporting participants to engage in planning , developing and evaluating projects   
  
*Knowledge*   
An awareness of health & safety issues and risk assessments   
An understanding of Equal Opportunities   
An understanding of Child Protection issues and training in Child Protection. 

Appointment to the post will be made subject to a successful PVG check.

**RECRUITMENT DETAILS**

**Application Process:**

[This post](http://jobs.scvo.org.uk/JobSearch/JobDetail?fid=a1Xb0000009kQk7EAE&p=p19v) is funded by Community Jobs Scotland and applicants must meet set [eligibility criteria](http://jobs.scvo.org.uk/). Applications should be made via Jobcentre plus or Skills Development Scotland and should not be sent directly to WHALE Arts.

Applications should be submitted **no later than 5pm on Monday 26th June**.

**Contact Details:**

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