

Job Vacancy – True Colours Project Assistant

24 hours per week, Rate of pay £12.50 per hour (£24,375 pro rata)

Hours of work:

6 hours per day over 4 days (Mon-Friday; occasional weekends)

Location: Chester office

Who we are:

Established in 2017, Radiate Arts CIC is a social enterprise working in Cheshire, North and Mid-Wales. We facilitate the expression of creativity by members of community groups.

True Colours is a 3-year project based in Chester funded by The National Lottery.

Our focus is on supporting the mental health and wellbeing of our local LGBTQ+ community. We do this through mindful creative activities which are led by the group.

Our purpose is to create positive change in peoples' lives through delivering creative workshops and experiences with an opportunity to access 1-2-1 art therapy support.

The job:

We're looking for a proactive and experienced Project Assistant to help co-ordinate and assist all aspects of the planning, organising, and delivery of a variety of wellbeing programmes that combat isolation and increase self-esteem for our beneficiaries.

Radiate Arts CIC 10986315

Registered Office: 1 Queens Park Road, Handbridge, Chester, CH4 7AD

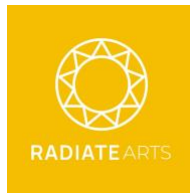
Email: office@radiatearts.co.uk

www.radiatearts.co.uk

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Key responsibilities:

With funding from The National Lottery, we will employ a Project Assistant who will work directly with the True Colours Project Manager.

This person will engage with local LGBTQ+ communities, encouraging them to use our regular, weekly workshops and art therapy sessions, and support them in these activities.

The Project Assistant will encourage and support volunteers to take an active role, working towards an *Investing in Volunteers* quality standard for good practice in volunteer management.

As well as day to day administration, the Project Assistant will liaise with other Third Sector organisations to build strong pathways and referral processes.

Ideally, a creative practitioner with lived experience of LGBTQ+ issues and challenges, this person will support individuals in engaging with existing programmes and co-create with individuals, new programmes and activities that meet their needs.

By engaging with LGBTQ+ communities in Chester, we can build and maintain regular therapeutic art sessions, helping people work towards mental and emotional well-being and find new ways of using art to support self-worth and positive change.

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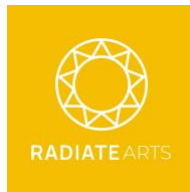
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Essential qualifications, experience and skills required for this role:

- Nationally recognised qualifications in fields such as: Health and social care, IT, art, or similar at Level 3.
- Knowledge of or willingness to undergo training relating to safeguarding and mental health wellbeing.
- Knowledge of relevant and appropriate rehabilitative creative activities for diverse groups.
- Understanding of the risk assessment process and the importance of continued dynamic assessment of risk.
- Excellent verbal and written communication skills.
- Effective organisational and time management skills.
- Ability to work sensitively and cooperatively with staff in the organisation and with partner organisations.
- Ability to work as part of a team and on own initiative.
- Working Knowledge in Microsoft, Word, Excel, Teams, and Outlook.
- Knowledge or a willingness to learn DTP, publishing, social media, and data collection software.
- Ability to multi-task, prioritise a diverse range of tasks, and remain calm under pressure.
- Experience of working with vulnerable people to maximise their wellbeing.
- Experience of working in an environment where it has been necessary to inspire and motivate people.
- Demonstrable experience of wellbeing promotion and/or activity.
- Engaging, proactive and self-motivated with a can-do attitude and the confidence to work autonomously and make decisions.
- Organised with attention to detail and the ability to get things done.
- Willingness to travel occasionally.

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This position is subject to Enhanced Disclosure and Barring Service checks.

Closing date:

Friday 1st September 2023

Interview dates:

Week commencing Monday 4th September 2023.

If you would like to have an informal discussion about the role, please contact Pam Bellingham, Managing Director, email: pam@radiatearts.co.uk.

To apply, please submit your current CV along with a supporting statement, explaining how you meet the needs of the role.

Please email both to office@radiatearts.co.uk and include "True Colours Project Assistant" in your email title.

Please note we are only able to consider applicants who submit a CV with a Supporting Statement.

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