



# Job Description

<b>Job title:</b>	Arts for Wellbeing Coordinator
<b>Department:</b>	Client Services
<b>Reporting to:</b>	As per local structure chart
<b>Salary:</b>	£31,693 - £39,616 per annum
<b>Hours:</b>	28 - 35 per week
<b>Location:</b>	Onsite Crisis Skylight Oxford, Old Fire Station, 40 George St, OX1 2AQ
<b>Contract type:</b>	Permanent

## Core purpose of the role

- Client Services at Crisis seek to work alongside people experiencing homelessness to enable each individual to receive the support they need to end their homelessness.
- The key to success will be your ability, to collaborate constructively and effectively as part of the Crisis team.

## Aim and influence

- Develop and deliver an inspirational and varied arts programme (performing, creative, visual) for Crisis Skylight members.
- Plan, coordinate and administer a programme of arts classes and one off creative activities that enable Skylight members to build their confidence and self-esteem, develop their creativity and have the opportunity to display and perform their work. This will include both building and outreach opportunities

## Dimension

- Dependent on the Skylight you may manage a range of roles, including Tutors (Lead Working), Arts tutors, freelance artists, volunteers and students to deliver the arts programme ensuring it is all of high quality

- If working from the Oxford Skylight you will work closely with the 'Arts at the Old Fire Station' company to deliver a range of internal and external opportunities for Skylight members in the arts
- Work closely with the Progression team and other members of the Tutor team to help ensure Skylight members' engagement and progression both with Skylight classes and into external arts/volunteering/employment opportunities

#### Other key details

- A significant degree of flexibility is required in delivering the service, evening and weekend work will be required at times.
- The role involves working with vulnerable adults and young people and so a satisfactory enhanced disclosure from the Disclosure and Barring service is required.

#### Job responsibilities

- Develop a varied arts programme (creative, visual and performing) in consultation with colleagues
- Manage and support the arts tutors
- Liaise with internal colleagues on learning quality assurance systems for case management framework and learning
- Fulfil Crisis learning quality systems, processes and ensure procedures are followed appropriately
- Liaise as required with relevant staff as part of the internal quality assurance (IQA) process
- Fulfil accreditation, QEL and non-accredited learning requirements and administer and assess learning (if applicable to your Skylight) ***Crisis Skylight Oxford does not accredit art courses.***
- Develop and manage the budget for the arts programme and prioritise resources appropriately. Arrange payment for materials and equipment.
- Promote, coordinate & manage the participation of Crisis Skylight members in internal / external exhibitions and community engagement events

- Assess the learners' progress and attainment against the standards set for the particular programme ((if applicable to your Skylight) ***Crisis Skylight Oxford does not accredit art courses.***
- Make and keep appropriate assessment and member records for accountability purposes
- Liaise as required with moderators and other representatives of awarding bodies (if applicable to your Skylight) ***Crisis Skylight Oxford does not accredit art courses.***
- Maintain accreditation procedures and associated paperwork (if applicable to your Skylight) ***Crisis Skylight Oxford does not accredit art courses.***
- Fulfil accreditation requirements (if applicable to your Skylight) ***Crisis Skylight Oxford does not accredit art courses.***
- Arrange group trips to performances, exhibitions and other related arts activities in consultation with relevant colleagues and in line with agreed Crisis procedures (including risk assessment).
- Build and maintain good working relationships with a range of educational establishments, freelance practitioners, artists and craftspeople, voluntary and private organisations in order to broaden the range of activities and the artistic opportunities available to members and sustain quality.
- Work with colleagues in the Skylight to ensure member progression within the arts and into voluntary or employment opportunities as appropriate
- Ensure delivery of the agreed programme of activities and take responsibility for ensuring high quality and efficiency, including evaluation of activities under Crisis guidelines
- Collect outcome related information together with case studies and provide reporting information as necessary to fundraising, communications and other Crisis teams.
- Assist Crisis fundraisers to identify fundraising opportunities and support fundraising efforts
- Work with the Crisis Communications team to develop advertising and marketing materials to promote the arts programme.
- Ensure that any Safeguarding concerns are identified and reported in line with Crisis' procedures.

Specific to Oxford Role





- Work with the staff team of Arts At The Old Fire Station to enable a range of opportunities for Skylight members with the arts company and their space such as; exhibiting in the gallery, joining public classes, gaining work experience.

### General Responsibilities

- Pro-actively seek out opportunities to promote and support member involvement within Crisis
- Develop and maintain an understanding of Crisis' work and the needs and circumstances of people facing homelessness
- Comply with Crisis policies and procedures, including Health and Safety policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health and Safety at Work Act.
- Comply with all Crisis policies and procedures insofar as they relate to the provision of services, including Safeguarding and Equality, Diversity & Inclusion
- Deliver services that are person-centred, sensitive and responsive to the diverse needs of Crisis Members
- Supervise, guide or direct Volunteers where necessary
- Work collaboratively across departments to support Crisis' mission to end homelessness
- Flexibility to cover other roles of comparable level to maintain and adapt service delivery where required
- Commitment to the utilisation of Crisis' chosen IT Systems
- Competent in the use of laptops, desktop PC's and headsets
- Competent in the use of Microsoft applications i.e.: MS Outlook, MS Teams, MS Word and MS PowerPoint along with the use of online applications, for example Zoom and web browsers - Google Chrome or Microsoft Edge
- Understand and promote the importance of evidencing our impact in preventing and ending homelessness and evidence the barriers faced by members to directly



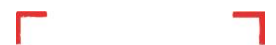
inform our Policy and Campaigns strategies. Through the use of the Crisis Member Achievement and Progression System (MAPS) and case management standards/matrix

- To contribute directly to the delivery of an effective and impactful Crisis at Christmas. Which will include an expectation to work at times over Christmas public holidays in return for time of in lieu (TOIL).
- Carry out any other duties reasonably associated with your role

### Person Specification

#### Essential

1. Knowledge and understanding of how to develop a high quality and varied arts programme
2. Experience of engaging vulnerable, disengaged or hard to reach adults in arts activities, including some with complex needs and challenging behaviour
3. Ability to manage, support and motivate staff and volunteers to work with vulnerable and sometimes challenging adults.
4. Experience of working under pressure to deliver multiple projects, including excellent prioritisation, time-management and record-keeping skills.
5. Excellent at networking, able to develop partnerships and source new opportunities in the arts for Skylight members.
6. Able to demonstrate an understanding of the value of arts as a means to engage excluded groups and promote wellbeing.
7. Excellent communication (written and verbal) and presentation skills
8. A capacity both to work alone and as part of a team together with a willingness to reflect upon and develop one's own practice
9. Knowledge of safeguarding and commitment to act in compliance with safeguarding policy and procedures
10. Commitment to Crisis' purpose and values
11. Commitment to equality, diversity and inclusion





**Desirable**

1. Holds or is working towards a formal qualification in the Arts
2. Holds or is working towards a practical adult teaching qualification.

