

Pastoral Care Co-ordinator Job Description and How to Apply



ActionSpace is committed to creating an accessible and inclusive working environment that reflects our vision and values. We therefore welcome applications from as wide a range of backgrounds as possible.

We are seeking an exceptional individual to join the ActionSpace team as Pastoral Care Co-ordinator, to ensure all artists and project participants are able to maximise the benefits of participating in ActionSpace activities and to support them in realising their personal potential by ensuring accessibility and co-ordinating support needs.

About ActionSpace

ActionSpace is a leading organisation supporting the professional practice of learning disabled artists across London. We seek out and unlock talent, and we create bespoke opportunities for learning disabled artists to realise their potential.

We manage three supported studio spaces at Cockpit Bloomsbury (Holborn), Studio Voltaire (Clapham), and ASC's Ealing Road Studios (Brent). We have established partnerships with institutions including the Royal Academy of Arts, Tate, Camden Arts Centre, Autograph, and the British Museum. We benefit from strong relationships with funders including Arts Council England, Paul Hamlyn Foundation, The National Lottery, City Bridge Trust, John Lyon's charity and a variety of charitable trusts, foundations and funders working in both the arts/cultural and health/social care space.

ActionSpace is also an artist development agency. In tandem with provision of supported studio practice, we have a unique reputation for delivering long-term, bespoke, high-quality professional practice support through mentoring, profiling initiatives, exhibitions and institutional partnerships. We are passionate about building equitable access to mainstream professional career opportunities for the artists we support. In recent years, ActionSpace artists have gained national recognition through solo exhibitions at major public and commercial galleries, commissions, residencies and publishing projects, acquisition of work into a national collection, and through teaching opportunities and advisory roles.

ActionSpace is a registered charity and a not for profit company. We currently generate income through trusts and grants, participant fees and commercial sales. The organisation is governed by a board of seven volunteer trustees.



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Foundation



JOHN LYON'S CHARITY



Action Space London Events Ltd. Charity number: 289618 Private limited company number: 1816088

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Charity number 289618 A private limited company registered in England number 1816088

Pastoral Care Co-ordinator: Responsibilities of the Role

- Recruitment and induction of artists and project participants, liaising with their families, support networks, social workers, etc. on associated administration
- Building relationships with the artists, their families, support networks, social workers, etc. to create an environment where artists feel safe, valued and celebrated
- Artist protection and access/behaviour management
- Pro-actively contribute across all levels of the organisation on accessibility and participation/behaviour management issues and escalating issues when appropriate
- Internal and external communication: regular reporting, working parties, staff briefings, research, risk assessments, etc.
- Keeping abreast of all trends and issues affecting the lives of learning disabled people and ensure ActionSpace policies are kept up to date and represent current standards of best practice in consultation with the Business Director
- Building contacts to expand networks with peer organisations in learning disability and public sector in line with our strategic vision
- Being an ambassador for the power of art through activities, speaking at events etc.
- Pro-actively develop own skills, knowledge, and experience, both of our industry and best practice within it and contribute to the development of colleagues through knowledge sharing wherever possible

Key Measures of Success

- All studio programmes running effectively and at full capacity in consultation with the Head of Artistic Development, Programme Manager and Artist Facilitators
- Increased visibility, appreciation, and revenue for an increasing number of our artists
- Improved relationships with, and effective communication of our vision to, a larger number of partners, sponsors, venues, funders, donors, media partners and the public
- Improved morale, motivation, and skill sets for all artists, staff, and volunteers

The Candidate

We are looking for someone with a strong commitment to inclusion and diversity and an interest in working in a creative environment.

They will need to have

- At least five years experience of working with adults (18+) with PMLD, Complex Needs and Challenging Behaviour (voluntary experience qualifies) at a senior level
- Experience in developing and implementing access and behaviour support plans
- A working understanding of the needs and rights of learning disabled people, the relevant statutory authorities, legislation and public policy around accessibility and social care
- Knowledge of Health & Safety, Fire Safety, First Aid, Child/Vulnerable Adult Protection and other relevant policies (training will be provided)
- Excellent interpersonal and communication skills with the ability to communicate and work alongside people from different sections of the community
- Ability to prioritise workload and manage time effectively
- Ability to work independently and pro-actively
- Ability to think creatively and find practical solutions to problems

Due to the nature of this post, the post holder is required to have an Enhanced Disclosure and Barring Service (DBS) check. This can be undertaken for the successful applicant if necessary.

Contract Details

This is a permanent contract, subject to a six month probationary period, with a review at two weeks and three months.

Salary: £28,000 + (full time equivalent)

Hours: 28 hours per week (based on a standard working week of 35 hours), over 5 days. Time off in lieu for additional hours.

Flexible working: Requirement to work from the ActionSpace office (WC1N 2NP) with some travel to our studios in South and North West London.

Annual Leave: 25 days per annum (full time equivalent) plus Bank Holidays.

Pension: ActionSpace offers an auto-enrolment pension scheme with NEST pensions on commencement of employment, with the opportunity to opt-out.

Some evening work is likely to be required.

How To Apply:

Application deadline: Monday 24 June 2024 at 10.00am

Please send a cover letter outlining why you'd like to apply for the position and your suitability, along with a CV. Please also complete a references & disclosure form by clicking on the following link: [References and Disclosure Form](#)

Please email your application to: recruitment@actionspace.org quoting Pastoral Care Co-ordinator in the subject line.

You are welcome to contact us for an informal discussion about the role before submitting your application. Please send a request via email (including two options of a convenient call time) to recruitment@actionspace.org

First interview in person scheduled for Friday 28 June followed by a second interview the following week, if required.

We welcome applications from as wide a range of voices as possible and are especially encouraging those with lived experiences related to race, class, disability, sex, gender, and health status to apply.

As part of our commitment to equal opportunities we want to make sure a wide range of people access our opportunities. Please help us by completing the form by clicking on the following link: [Equal Opportunities Monitoring Form](#)

We are happy to accept applications in an alternative format such as a video presentation or audio file.

Thank you for your interest in this role. We look forward to hearing from you.