FWinc Worker Role

Title

PANDEMIC Project General Support Worker

Location

The Green Man Gallery, Hardwick Studios, Hardwick Square South, Buxton, SK17 6PY

There is limited parking available alongside the building although we request you use sustainable travel where possible.

Timing

5.30pm-8.30pm on Thursdays from 24th March through to June 2022.

There may also be one-off events associated with the project at which support might be required.

Commitment & Duration

The PANDEMIC Reflections project will run January to September 2022 with workshops beginning in March.

The role is an internal team role to be filled by a member of FWinc for insurance purposes. The full annual membership fee for an adult is £15.

Support Workers are not employed by FWinc but work on a self-employed basis and can choose whether to work or not. It is hoped you commit to the full duration of the project. The role may be shared with another if requested.

If you are unable to attend a workshop, please give at least a week's notice to the Project Manager, where possible, so alternative arrangements can be made.

Responsibilities

The main responsibilities of the General Support Worker are to:

- participate in team planning meetings/communications, as appropriate/requested
- undergo training in FWinc's policies and procedures and those pertaining to the project (~1hr)
- undergo other training required for your role (see below)
- be aware of risk assessments for venues and activities
- help prepare for workshops as required
- help set-up for and tidy-up after workshops
- help deliver workshop activities
- help supervise the use of more hazardous equipment
- support participants with their tasks
- help monitor and control participant behaviour
- help keep the activities on time
- help with session reporting including any safeguarding concerns
- give feedback to aid project evaluation
- maintain a record of working hours
- help to analyse and evaluate project outcomes/artwork

You would also be welcome to:

- plan and lead workshops in relevant areas of expertise or experience

Participation through Puppetry and Multi-media Performance
Funny Wonders Incorporated Community Interest Company #06814964
Address: 3A Queens Road, Buxton, Derbyshire, SK17 7EY; Email: hello@funnywonders.org.uk
Website: www.funnywonders.org.uk; Facebook: /Funny.Wonders; Twitter: @FunnyWonders

- help to market and promote the project such as engaging with posts on social media
- help promote the project's artistic outcomes in the wider community

Pay

This role is paid at a rate of £12 per hour. This includes attending planning meetings, training, workshop preparation, workshop delivery and evaluation work.

Time is limited by the project budget. We ask that any work done above and beyond that requested by/agreed with the Project Manager is given in-kind.

Qualities

The role requires you to:

- be positive, patient and supportive
- be comfortable working and communicating with young people
- teach and guide others
- communicate regularly and promptly via email and texts
- carry kit boxes to/from car/workshops and up and down stairs to the workshop room
- have basic craft skills
- maintain professional relationships with participants and other members of the FWinc team
- work in accordance with a range of policy and procedure documents

Recruitment

Recruitment into the organisation will be carried out in accordance with our Recruitment & Selection Policy. It involves an informal interview, completion of application form and provision of references and an enhanced DBS check. Successful applicants will undergo a trial and training period during which they will be inducted into the organisation. This involves completion of registration forms, provision of project information, training in our policies and procedures including those specific to the PANDEMIC project, training relevant to your role and provision of a peer-mentor and supervisor. The trial period will end upon successful completion of training, reference and DBS clearance and payment of annual membership fee.

Training

For this role, we require you to have an awareness of safeguarding, mental health and data privacy. Copies of our relevant policies and guidance will be provided to you. If you would like to do further safeguarding or mental health awareness training, please let us know.

We also require you to know our working procedures including those specific to the PANDEMIC project. A training session will be arranged or information provided to you if you cannot attend.

We would also like you to feel comfortable working and communicating with young people aged 11-18 years. A copy of our Working with Young People Guidance will be provided to you.

Payment

Payment will be made no more frequently than monthly, following submission of a valid invoice and timesheet to the Project Manager. You will be given budget codes to allocate to different types of work to include in your timesheet. Following approval, this will be sent to the Financial Director who will make the payment via BACS.

Supervision and Support

A line manager and peer-mentor (a fellow worker) will be allocated to provide support and guidance.