

## Job Description – Creative Lead Support Mentor

### Vacancy

Hours: 28 hours per week over 4 days (Tuesday-Friday)

Reporting to: Project Manager

Based: Bishop Auckland, County Durham

Contract: Permanent

Salary: £24,705 (pro-rata against hours worked)

Benefits: 5.6 weeks holiday (pro-rata) plus 3% employer pension contribution.

### Purpose

The Creative Lead Support Mentor role will involve working directly with adults with a learning disability and autistic adults in our MADEby Workshop in Bishop Auckland, on our Creative Placements project. You will support people to design and build large-scale projects including prop building, scenery and immersive art installations.

### Main Duties

- Engage, mentor and support adults with learning disabilities and autistic adults to learn new skills, design and build projects using recycled materials including large-scale installations and bespoke decoration, and support people to organise and work at events and festivals.
- Develop, facilitate, and deliver group support for adults with learning disabilities and autistic adults including workshops, training and work experience.
- Provide 1-1 and group mentoring and support using a range of communication methods and support people to access our projects and services.
- Identify and utilise recycled and recyclable materials in all design and build projects.
- Ensure commissions and bespoke projects are of high quality.
- Support people to set up, install and de-rig events including installing large-scale commissioned work.
- Support people with work, social and life skills including confidence-building and teamwork.
- Provide support for adults with learning disabilities and autistic adults at events and festivals.
- Use creative and flexible approaches to motivate and engage people.
- Provide knowledge and support to connect and signpost people to services and organisations that may benefit them.
- Create and maintain accurate records and assist with monitoring and evaluation of projects and services.

- Support the team to ensure Bridge Creative's projects and services are person-led.
- Assist with the design and implementation of new projects and services.
- Assist with producing risk assessments for Bridge Creative's projects and services.
- To undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
- Understand and adhere to Bridge Creative's policies and procedures.
- Promote Bridge Creative's mission, vision and values and help raise awareness.

## **Experience, Knowledge, Qualifications and Skills**

- At least 2 years working with people with learning disabilities and autistic adults.
- A full clean UK driver's license is essential for this role with access to your own vehicle for work.
- Experience of using power tools and experience in woodwork and/or designing and building large-scale art installations and bespoke decor.
- An understanding of the social model of disability.
- A passion for motivating people to reach their potential.
- Knowledge of the barriers faced by disabled people when accessing employment.
- Good IT skills.
- **Desirable** - A health and social care qualification (minimum NVQ Level 3) or equivalent work experience.
- **Desirable** - Experience in teaching, mentoring, coaching and/or Award in Education and Training (AET) Level 3 (PTTLS) qualification or similar.

## **Personal Characteristics**

- A creative 'ideas person' with a natural flare for design and build projects - passionate about ambitious projects.
- Have excellent communication skills, be able to use a range of communication methods to effectively communicate with people of all abilities.
- Someone who truly wants to make a difference.
- Be confident, outgoing, and able to motivate people.
- Able to think outside of the box to support people and generate ideas for new projects and services that meet the needs of people we support.
- Being a team player is absolutely essential but also being able to work independently.
- Have a pro-active approach to work.
- Have good moral principles in line with the values of Bridge Creative.

- Have excellent organisational skills including being able to prioritise daily tasks.
- Be able to think on your feet to react positively and efficiently to difficult situations and challenges.
- Be solution-focussed, always maintain a 'can-do' attitude.
- Think of the ability rather than disability.
- Be passionate about the role.
- Demonstrate a commitment to equality and respect for diversity.

## **Health and Safety**

In carrying out the tasks in this job description, it is your duty to take reasonable care for the health and safety of yourself, and of others. This includes understanding the hazards in the workplace, complying with health and safety rules and procedures, and ensuring that anything you do, or fail to do, never puts yourself or others at risk. This includes maintaining a safe and secure environment for the people we support.

## **How to apply**

To apply for this position, please send a CV and covering letter to [execassistant@bridgecreative.org](mailto:execassistant@bridgecreative.org) no later than 5pm on Friday 5<sup>th</sup> April 2024. We will consider applications as we receive them and may close applications early if we receive enough strong applications for the role.