

JOB DESCRIPTION

Job Title:	Casual Arts Worker
Grade:	SCL Grade 1 scp 1
Responsible to:	Active Communities Development Officers
Location:	Various locations
Responsible for:	See Main Duties and Responsibilities.
Hours of Duty:	As and when required.

Purpose and Objectives of Post:

To work as part of a small team in delivering a variety of fun and challenging activities. Applications should have experience in delivering at least one of the following: visual arts, creative play, performance, or music, for children aged between 4 and 16 years at various venues and community settings throughout the city.

Main Duties and Responsibilities:

1. To work as part of a small team in planning and delivering the programme.
2. To ensure that all the activities undertaken on the project are appropriate for the ages and abilities of the children.
3. To ensure the reasonable health and safety of children and team members during the programme.
4. To take account for and care of all equipment and materials provided.
5. To participate in the appropriate Induction training process.
6. To complete the relevant paperwork associated with the programme enabling a full and concise report to be drafted along with an accurate monitoring of events.

Corporate Responsibilities:

7. To comply with Salford Community Leisure's behaviour framework, which is detailed below:

I am Professional

I dress appropriately, I am punctual, proud, polite, approachable, responsible, accountable and reliable

I am Respectful

I am always open and honest. I demonstrate trust and trustworthiness. I am inclusive, fair, caring and understanding

I am Knowledgeable

I want to learn more about my job, my service and the whole of SCL. I am pro-active in sharing knowledge. I am an ambassador for SCL

I am Passionate

I am flexible, adaptable, positive and enthusiastic I generate a positive and fun working environment

I am Solutions Driven

I have a can-do attitude, I go above and beyond, exceeding customers' expectations. I go the extra mile, I seek innovative solutions, I work effectively with colleagues in other teams

8. To ensure that customer care is the major priority for service provision.
9. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
10. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of the SCL as being keen to assist wherever possible and positively promote the work the SCL does across its various services.
11. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.

Review Arrangements

The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals' jobs will change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this job description from time to time and will consult regarding such revisions with the post holder at the appropriate time.

Date, Job, & Description Prepared/Revised:

March 2020

Prepared by:

Amy Hallsworth

Agreed by Post holder:

PERSON SPECIFICATION – CASUAL ARTS WORKER – SCL GRADE SCP 10

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Qualifications		<ul style="list-style-type: none"> • Hold a current recognised FE qualification • Working towards further qualifications 	C A I I
Skills/ Knowledge	<ul style="list-style-type: none"> • Basic but up to date knowledge about arts participation methods and techniques in your chosen art form • Good organisational skills • Good communication skills • Able to demonstrate enthusiasm and good leadership skills • An understanding of the principles of Arts Development or Active Communities. 		A I A I A I A I A I
Experience	<ul style="list-style-type: none"> • Arts participation experience with Children and Young People • Ability to work without supervision • Ability to plan sessions according to the needs / abilities of the participants • Ability to evaluate and monitor progression • Experience in organising showcases or devising and delivering 'fun day' events 	<ul style="list-style-type: none"> • Arts participation experience with disabled people or experience of dealing with challenging behaviours. 	A I A I A I A I A I
Knowledge		<ul style="list-style-type: none"> • Knowledge of Health and Safety at work • Knowledge of basic First Aid. 	A I A I

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
		<ul style="list-style-type: none"> • Links with National Arts Bodies and / or arts clubs or schools / child care settings. • Experience of promoting the benefits of arts participation and creative play. 	<p style="text-align: right;">A I</p> <p style="text-align: right;">A I</p>
Behaviours	<ul style="list-style-type: none"> • Professional • Respectful • Knowledgeable • Passionate 		<p style="text-align: right;">A I</p> <p style="text-align: right;">A I</p> <p style="text-align: right;">A I</p> <p style="text-align: right;">A I</p>

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre