

## JOB DESCRIPTION

### Art, design and fabrication facilitator

Part Time: **0.6** (with possible extra days available)

Workdays: **(Monday – Thursday)**

Salary: **26500 (pro-rata)**

Holiday: **28 days (pro-rata)**

Pension: **Match contributions up to 6%**

Other benefits: **Use of studio in spare time.**

Deadline for applications: **16<sup>th</sup> February**

**Application process – Please send a CV and cover letter explaining your suitability for the position including relevant experience to [admin@makingitout.co.uk](mailto:admin@makingitout.co.uk). If you have a portfolio or website of your own creative practice, please include this.**

### Position Summary

As our **Art, design and fabrication facilitator** you will have a varied role within a small but growing charity. Making It Out works with people leaving prison and others at risk of ending up there without support, engaging our participants in a range of creative making activities and supporting their personal and professional development.

Based in our studio/workshop in Portslade your primary role will involve the design and manufacture of a variety of artefacts and products with our programme participants. You will also have responsibility for maintaining the upkeep of the workshop environment and management of materials and resources. Working with our CEO and programme participants you will have a strong influence on the direction of the charity as it develops, with opportunities to expand and develop the role as you progress.

The role suits someone who has a non-judgemental attitude and a positive approach to helping others overcome barriers and reach their potential. You may have worked within a teaching role or as a technician within an education establishment or have a strong making background, ideally in a range of different disciplines. An eagerness to learn new skills and experiment with process and materials is seen as a key part of the role.

A DBS check will be required for successful applications.

### Role Responsibilities

- Work directly with studio participants to deliver ‘creative manufacture’ activities which have saleable outcomes.
- Maintain high standards of professionalism around confidential information and working within the company safeguarding policy.
- Keeping accurate records of activities and taking part in the use of monitoring and evaluation systems.
- Assist in sale and marketing of items. This may sometimes include flexible hours and include working at weekends. TOIL would be provided to recompensate for this.
- Maintain studio environment at company premises. This includes:
  - o Maintenance of machinery
  - o Keeping a clean and safe working environment

## Art, design and fabrication facilitator



- Keeping track of stock levels and ordering.
- Planning and delivering project-based work with participants.
- Development of resources to assist in making activities. i.e. how to sheets or guides.
- Assisting participants with wider aspects of their resettlement. For example, with job applications, looking for work or further education opportunities.
- Maintain a positive attitude towards the company activities, participant's possibilities and seek out opportunities for development and diversification.
- Attend training, conferences and/or networking events on behalf of the company.

## PERSON SPECIFICATION

### Essential Criteria

- A non-judgemental attitude towards people who have previously been in prison or committed offending behaviour.
- A positive approach to work with high expectations of others and what can be achieved working collaboratively.
- Experience working with vulnerable adults or young people either in a paid or voluntary capacity.
- A reasonably high level of practical skill and experience working with at least one creative making discipline.
- Willingness to learn on the job and to develop within the role.
- Good level of IT and a good grasp of written and spoken English.

### Desirable Criteria

- Experience working within the criminal justice sector or with those who have experienced it, either within the community or custodial environment.
- Having a broad knowledge of and some experience of working with a range art and design disciplines.
- Experience working within a workshop environment with wood and metalwork machinery. Knowledge of maintenance of machines and health and safety protocols within a workshop environment.
- Experience working in a teaching capacity, not necessarily as a qualified teacher.
- Competent in a range of IT software including some proficiency in digital art and design software, **especially CAD/CAM.**
- Experience working within the voluntary sector, especially monitoring and evaluating outcomes for participants.
- Knowledge of social media and the web and experience of using this to promote arts-based activities, crowdfunding or sales of products.