

BETHANY CHRISTIAN TRUST

JOB DESCRIPTION – CREATIVE EXPRESSIONS COORDINATOR

**Ref:**

**1 JOB DETAILS**

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| **Job Title** | Creative Expressions Coordinator | | **Line Manager** | Director of Homelessness Prevention | |
| **Grade Level** | 3 | **Spine Pt Range** | 22 – 24 | **FTE Salary Range** | £23,414 - £25,059 |
| **Section/Unit** | Creative Expressions | | **Directorate** | Homelessness Prevention | |
| **Location** | Scotland wide | | | | |
| **Hours** | 37.5 | | **FTE** | 1 | |
| **OR** | Required to have a genuine and active Christian faith and commitment | | | | |

# 2 JOB PURPOSE

To develop, establish and facilitate the Creative Expressions service, through relationships with churches, communities, arts organisations and key individuals based primarily in Glasgow, Edinburgh and Dundee. Delivering community arts projects for homeless and vulnerable people that strengthen each person’s identity and rootedness within their local community.

# 3 MAIN RESPONSIBILITIES

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|  |  | Approx. % of time |
|  | * Facilitate in Edinburgh the weekly creative writing group and publication of its triannual creative writing magazine, The Bugle. Support the continued running of Bethany’s two community choirs in Edinburgh facilitated by an external choirmaster. | 30% |
|  | * Coproduce, plan, be on location where necessary and buy in arts practitioners to oversee three additional short-term creative projects each year in geographical areas where Bethany has an existing presence. | 30% |
|  | * Establish and develop ongoing relationships and contact with key individuals, church partners and voluntary sector organisations primarily those involved in the arts with the aim of promoting the importance and benefits of the arts in preventing homelessness by strengthening individuals and their communities. | 15% |
|  | * Carry out the ongoing administration of the service including publicising the work of Creative Expressions and producing a monthly report that includes year to date statistics detailing outputs and outcomes as well as highlighting good news stories. All of which will involve regular auditing, evaluating and development of projects and the service as the service. | 15% |
|  | * Developing personal creative practice including reflections on the work occurring. | 10% |

**4 PLANNING AND ORGANISING**

* Using time effectively and strategically to ensure that projects occur throughout the year and that they are well supported.
* Ensure that The Bugle and choirs continue to meet during term time and that they reflect the values of the organisation and remain as long term established groups.
* Planning, organising and coproducing new short-term projects that are delivered in a meaningful person centred way by individuals who reflect Bethany’s values.
* Participating in team meetings and professional training as appropriate.

1. **PROBLEM SOLVING**

* Consider ways of maintaining positive relationships and contact with key individuals and organisations while seeking to establish new ones.
* Consider how to capitalise on unplanned opportunities that present themselves, making use of available resources flexibility and creativity.
* Creatively formulate strategies to overcome the different challenges and barriers to initiating arts projects with vulnerable people and those who doubt the benefits of the arts in their own lives.

**6 DECISION MAKING**

* Ensuring a smooth flow of communication about both short-term projects and long-term groups to the Director of Homelessness Prevention.
* Identifying the most beneficial arts project to run in locations where there is appetite for such work to be facilitated.
* Effectively prioritising own workload and ensuring that administrative practice conforms to in-house best practice.
* Offering support and advice to arts practitioners bought in to run short-term projects on location.

**7 KEY CONTACTS AND RELATIONSHIPS**

The establishment of meaningful, profitable and sustainable relationships is central to the success of the role. The key types of relationship to be developed and the desired outcomes from them are listed below:

* Arts Practitioners – Creative Expressions becomes a valued service, harmonising with other services and practitioners to produce meaningful and beneficial short-term projects.
* Church Partners – Creative Expressions becomes a chosen service to support the outworking of their mission and vision to their community.
* Volunteers – Volunteers feel valued and supported in their role and trained to be highly professional in their manner and feed in to the accomplishment of quality outcomes.
* Participants – Participants in groups and projects increase their confidence, self-esteem and skills as they thrive in their communities, which are strengthened by their contributions to them.
* Bethany Staff – Staff are aware of the work of Creative Expressions and professional relationships flourish, reflecting the values of the organisation at all times.

**8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB**

The essential qualifications and characteristics that will be required of the person undertaking the role are:

* Strong emphasis on a person centred coproduced asset based approach to community development that highlights the strengths in every individual and is not deficit driven.
* Significant experience and a demonstrable passion for working in social action and care with a commitment to working with people from a range of backgrounds including vulnerable individuals on the margins of society who have been isolated and may have experienced loneliness.
* A personal interest and engagement with the creative arts that motivates a desire to see lives transformed through the exposure to and engagement with these.
* Excellent written and oral communication skills that can present the importance of the arts in a persuasive and authentic manner.
* Ability to show God’s love in action as an outworking of personal Christian faith to all stakeholders while also demonstrating an awareness of and respect for the diversity of Christian denominations and how to interact effectively with them.
* Strong people skills that encourage and demonstrate genuine care to all staff, volunteers and people worked with that are able to bridge any gaps that may exist between the citizens in community and arts professionals facilitating the short-term projects.
* Credible and professional team worker with the ability to complete and finish tasks by prioritising and working to deadlines while under some pressure.

# REPORTING

* The post holder will produce a monthly report to ensure that the progress and activity of the service including outcome evaluations, statistics and good news stories are shared.
* The post holder will work with the Director of Homelessness Prevention to ensure that the objectives set together for the service are being met.

**10 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION**

* The post-holder is required to participate in and occasionally lead Christian reflection in a work setting and occasionally respond to questions about the Christian faith from personal experience, in order to contextualise Bethany’s value of seeking to put Christian love into action and demonstrate the transforming impact of the Gospel in all that we do.
* The post holder will be expected to promote a common understanding of what Bethany’s values mean. Critical to success there will be an expectation of the post holder to consistently model the organisation’s values in all activities and relationships.
* **Culture –** *Love* is our standard.

We *Serve* others.

We *Value* the whole person.

* The post holder’s work will be based at a mutually agreed Bethany site but will take place in a range of community settings across Scotland and so a willingness to travel at short notice across locations whether by car or public transport is necessary.
* The work involves some work outside normal office hours, including evenings and occasional weekends.
* This post, under the Protection of Vulnerable Groups (PVG) Scheme undertakes regulated work as part of the normal duties and therefore requires an enhanced disclosure certificate under the PVG Scheme. Specifically, the regulated work includes:
  + Support for vulnerable adults and children in the community.

**11 CREATION AND REVISION**

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| **Created** | November 2019 |
| **For Review** | November 2022 |
| **Reviewed** |  |