



www.beatroutearts.com

JOB DESCRIPTION:

Community Engagement Worker (Adult Programme) (PART-TIME)

Hours: 22 hours per week, Monday to Friday to be worked as detailed in the table below, with development time worked flexibly in line with the needs of the organisation. Occasional weekend working may also be necessary.

Current Activity Schedule, adult programme:

| | |
|------------------|--|
| Monday | 'Golden Yogis' weekly 11am-1pm |
| Tuesday | 'Allsorts: Create' weekly 10.30am-2.30pm |
| Wednesday | 'Allsorts: Healthy Minds' weekly 10.30pm-2.30pm |
| Friday | Yoga Wind-Down weekly 6pm-7pm* |

**Occasional keyholder cover for this activity may be possible to allow a more flexible approach to working a Friday evening. To be discussed at interview*

Period Of Contract: Permanent role, subject to continued funding and successful completion of a 6-month probationary period.

Office Base: The Beatroute Arts Centre, 285 Wallacewell Road, Balornock, Glasgow. G21 3RP.

Employer: Beatroute Arts

Responsible To: Project Manager

Main Purpose of Job: To deliver the adult engagement programme at the Beatroute Arts Centre and to work under the advisement of the Project Manager in the planning and development of all member-led activities.

Main Tasks and Responsibilities:

- Acting as lead engagement worker for all adult engagement activities at Beatroute Arts (see current activity schedule below)
- Acting as the main point of contact for the adult community engagement programme, inc. for members, members' families, carers and support workers

- Responsible for ensuring that Beatroute Arts' Safeguarding policy & procedure is upheld by staff, freelancers and volunteers throughout all activities where vulnerable members are present.
- Acting as one of a team of key-holders for the organisation, opening and closing as necessary for community engagement activities.
- Planning, setting up and leading on practical engagement activities (such as arts and crafts, gardening etc) and ensuring safe use of equipment for the duration of activities.
- Ensuring that all members are registered using Beatroute Arts member registration process and collating all registration information on our central information system.
- Supporting the Management Team in the development of partnerships and delivery of partnership work.
- Being responsible for set pieces of work, including the running of events, as directed by the Beatroute Arts Management Team.
- Engaging with members, family members and carers to identify preferred group activities in keeping with the organisations community-led ethos.
- Working with the Management Team to generate evaluation data, collating as required and feeding into ongoing reporting to funders.
- Regularly updating Beatroute's social media channels with content relating to activities taking place as part of the Adult Community Programme
- Working to uphold the mission, values and reputation of Beatroute Arts, always acting as an advocate for the organisation.
- Any other task as required by the management team.

Essential:

1. Experience of and passion for engaging with a diverse range of adult community groups, especially adults with disabilities, and a commitment to empowering vulnerable people through community-led practice
2. An outgoing and confident approach to working with large groups of people, particularly adults with disabilities, ensuring a safe and productive learning environment
3. Ability to work well as part of a small team as well as on own initiative.
4. Ability to communicate clearly and effectively
5. A highly organised, solutions-focused work ethos
6. Ability to prioritise own tasks and workload, including excellent time management
7. Availability and willingness to work in the evening when required
8. Experience of using Microsoft packages, ie: Microsoft Word/Excel

Desirable:

1. Be trained in and have experience of the basics of evaluation, including data gathering and collation
2. Previous safeguarding training and keen awareness of best practice
3. Experience of using cloud-based storage and mailing-list applications
4. Experience of operating social media platforms

Support: The post will be line-managed by the Project Manager

Salary Per Annum*:

Full-time equivalent: £24,570.00
 Pro-rated, 22 hours per week: £15,444.00

**Beatroute Arts is currently trialing a 4-day working week which results in a percentage uplift in salary for part-time staff, rather than a reduction in hours. If this trial is to be continued beyond the trial period, this uplift will be reflected in contract for this post. To be discussed further at interview.*

Application Process:

Candidates are asked to carefully read through the application information and send an up-to-date C.V and a Personal Statement* no longer than one side of A4 to: recruitment@beatroutearts.com. Please also include two references as part of your C.V.

** **Referring** to the job description and the aims, objectives and organisational outcomes of Beatroute Arts (please reference the 'About Beatroute Arts' document), candidates should write a personal statement which tells us how you will bring your knowledge, experience and passion for community work to this exciting role. Where possible, candidates should use examples of past work and/or experience to demonstrate their suitability for the role.*

The deadline for applications is: Sunday 4th February 2024 at 5pm

Candidates selected for interview will be informed no later than: 08/02/2024

The recruitment process will involve a face-to-face interview, with interviews being held mid-February 2024.