

Clydesider Creative

Job Title: Creative Development Worker

Salary: £18,200 pa (pro-rata)

Hours of work: 17.5 hours per week

Responsible to: Director

Duration: January 2019 – December 2021

Purpose of Role: To establish, co-ordinate and run our new Clydesider Creative Taster Cafes in partnership with our volunteers, facilitators and the local community. Also to support Clydesider community magazine, website and social media space.

Key Tasks of the Role

- Establish the Clydesider Creative Taster Cafes and run four annual events across West Dunbartonshire to encourage people to take part in a range of creative activities.
- To recruit and work with local creative facilitators who will be responsible for running the taster workshops.
- To work with Clydesider volunteers and contributors to share the Creative Café events across multi-media platforms
- To identify and book suitable community spaces across West Dunbartonshire to host creative workshops.
- To identify potential partners and promote the Creative Taster Cafes across West Dunbartonshire to both local community groups and the wider public.
- Work with community partners to bring additional value to the project
- Working in partnership with the Director to monitor the uptake and evaluate the success of the Creative Taster Cafes.
- To support Clydesider by contributing content in print, online and social media
- Carry out any other duties as reasonably requested by the Director

Essential Requirements of the Role

- Experience of facilitating groups in community settings
- Experience of working in a community-based organisation
- Experience of organising workshops and activities
- Experience of working with individuals with a range of different needs
- Ability to self-start and confidently work unsupervised in community outreach locations
- Able to communicate clearly and sensitively to a variety of different audiences and equally important to have excellent active listening skills
- Flexibility in relation to the needs of the project and hours of work (hours will be spread across three days)
- Experience of working as part of a team which includes volunteers
- Experience of monitoring and evaluating projects
- Experience of providing timeous reports
- Good organisational ability
- Good basic IT skills
- Excellent writing skills
- Good understanding and experience of using social media as a promotional tool

Desirable Requirements of the Role

- Experience of project management
- Experience of working in a creative environment
- Journalistic experience
- Experience of audio/visual reporting
- Experience of facilitating therapeutic group work
- Understanding of life in West Dunbartonshire
- Understanding of social enterprises
- Driving license and own transport

In addition, the post holder must empathise with the aims and objectives of Clydesider Creative Ltd and be prepared to work collectively as part of our flexible team. **This post is subject to a PVG Scheme Record check through Disclosure Scotland and is dependent on suitable references.**