

# projectart works

## Job Description for Community Networks Coordinator

This is a job description and as such will form part of the contract between the Community Networks Co-ordinator and Project Art Works.

**1. Employer:** Project Art Works

**2. Hours per week:** 16 hours per week

**3. Salary:** £12,108 annual gross (FTE £28,000)

16 hours per week to be worked across two days preferably Tuesday and Wednesday

**4. Contract:** Fixed term contract until 31 August 2020

**5. Place of work:** The principal place of work for this post is the office of Project Art Works at Arch 3, Braybrooke Terrace. Hastings. The Community Networks Co-ordinator may also be required to travel to other locations.

## 6. Outline

Project Art Works is the UK's leading artist-led organisation working with people who have complex needs and the people, systems and services that support them. The term 'complex needs' embraces severe learning disability and/or autism and/or communication impairments and/or behaviours described as challenging. We deliver creative visual art projects that promote deep and authentic relationships between people who, because of their disability, experience extreme social isolation. To achieve this we work in partnership with health and social care professionals, artists and arts organisations locally, regionally and nationally.

Project Art Works is a radical and forward thinking organisation that promotes new approaches to the meaningful involvement of severely intellectually disabled people in visual art activity that finds its way into mainstream programming and is of exceptional quality in its concept, aesthetic and production.

Based in Hastings, UK our work aspires to excellence in contemporary visual art and is uniquely positioned to bridge the social care and cultural sectors in ways that promote sustainable relationships and bring people with complex needs into the heart of social and cultural life.

## 7. Duties and responsibilities:

We wish to appoint an experienced project coordinator to join our dynamic and committed team. The post will be line managed by the Creative Programme Manager (In-House Programmes) to oversee the delivery of *PROPEL: Creative Solutions for Individuals with Complex Needs and their Supporters*, an exciting three-year programme of specialist studio provision funded by Big Lottery's Reaching Communities Fund. The Community Network Coordinator will be responsible for the co-ordination of the Peer Support Programme, which includes network events, training and advocacy for people with complex needs, their families and support teams and building connections with key partners in the social care sector. They will also be central to the launch of our new adjoining studio, 'Arch 1', as a community resource and public facing venue.

- Support the Creative Programme Manager (In-House Programmes) in the delivery of the PROPEL
- Co-ordinate the development and delivery of the Peer Support Programme to ensure it remains on schedule and delivers on the agreed Big Lottery Outcomes
- Facilitate strategic partner development strengthening links with CCGs, social care agencies, support teams and local community networks
- Administer network meetings, including managing mailing lists, publicity, agendas, invitations to guest speakers and minute taking for each event
- Liaise with participants, their families and support workers and broader community networks to ensure the smooth project delivery and good communication is maintained

- Co-ordinate project monitoring systems and schedules in liaison with the Creative Programme Manager (In-House Programmes) and freelance PROPEL Evaluator
- Administer PROPEL monitoring tools tracking Peer Support Networks, advocacy sessions, use of 'Arch 1' etc
- Support the launch of 'Arch 1' community space, activating its function as a new creative studio space and public venue (including community hires etc)
- Establish training and 'sharing of best practice' sessions for artists, support teams and families
- Assist the Communications Co-ordinator to develop online content related to the Peer Support Programme
- Support the development and co-ordination of the PROPEL Volunteer Programme

## 8. Person specification and experience

You must be able to demonstrate a genuine interest in the Project Art Works' ethos and programme. You will be an excellent team player and able to work under pressure in a busy office.

You will have:

- a good understanding of the social care sector, particularly in relation to people with learning disabilities and/or complex needs
- project management experience
- experience in minute taking
- a thorough and proactive approach to your work
- good writing skills and able to write clearly for different audiences and media formats
- competency across office IT programmes

### Desirable

- experience working with partners across arts and social care sectors
- experience using social media platforms
- experience of online data management platforms including Survey Monkey and Mailchimp
- understanding of related policies and practice such as personalisation, direct payments and personal health budgets
- Experienced Apple Mac user
- driver with clean licence

Please send an email addressed to Matthew Pitts at [info@projectartworks.org](mailto:info@projectartworks.org) with **Community Networks Coordinator Application** in the subject and demonstrate clearly how you meet the criteria and have the relevant experience and personality for the Community Networks Coordinator post. Please include your c.v. and the completed monitoring form.

Closing date for receipt of completed applications is: **Sunday 6 August 2017**

**Interviews will be held at Project Art Works on: Tuesday 22 August 2017**

Project Art Works is an equal opportunities employer. Please let us know in your application what we would need to put in place to ensure that any access requirements you have are met through the interview process.



**NATIONAL  
LOTTERY FUNDED**

## Summary:

### **PROPEL 2017- 2020**

#### ***Creative Solutions for Individuals with Complex Needs and their Supporters***

**PROPEL** is a new and innovative programme for Project Art Works. The project is an expansive and integrated approach to improving outcomes in social care and empowering people to thrive as members of their community.

PROPEL will introduce a five-day a week studio provision that meets an increase in demand for personalised activities for people with complex needs. Individuals will be offered flexibility and progression across programmes and their creative outputs will be shared and celebrated through exhibitions, films and online.

The workshop programme will include:

- 1. ACTIVATE-** (1 day/week) Foundation programme introducing PAW's creative studio environment and targeted towards those experiencing a key moment of transition in their life.
- 2. ACCELERATE-** (3 days/week) Intensive programme for those with complex needs and behaviour described as challenging (including those have been inpatients within, or are at risk of being admitted to, an Assessment and Treatment Unit) and those who have profound and multiple learning disabilities.
- 3. TAKING FLIGHT-** (1 day/week- flexible attendance times) Supported 'open studio' for a diverse cohort who can attend independently or with their personal assistant.

The Peer Support programme will include:

- Bespoke training, skill sharing and advocacy programme for families and support workers to increase their confidence and capacity as carers.
- Introduction to person-centred approaches through our studio programmes and Positive Behaviour Support training (PBS - the recommended framework for addressing challenging behavioural needs).
- Peer Support Networks to address 'knowledge gaps' and improve quality of personalised provisions.
- 1:1 advocacy tailored to individual needs (i.e. managing provisions, accessing support etc.).
- A new adjoining, multi-purpose building to accommodate this specialist provision and offer free or low-cost resource for families. As a 'community hub' it will accommodate studios, exhibition space and print workshops. Additionally, a new 'community studio' will be available for meetings (including PCP reviews), film screenings or specialist yoga workshops.

In 2016 Project Art Works received a small grant from the Hastings & Rother Reducing Health Inequalities Fund. The grant funded a six-month pilot study that assessed support for people with complex needs, their families and support workers. In particular, the study evaluated current independent provisions that are available locally. Read the full evaluation report [here](#)