

projectart works

Job Description for Support Collective Project and Family Support Officer

This is a job description and as such will form part of the contract between the Project and Family Support Officer and Project Art Works.

1. Employer: Project Art Works

2. Hours per week: 16 hours per week

3. Salary: £12,973 to £14,270 pro rata (FTE £30,000 to £33,000 depending on experience) based on a 16 hour per week contract plus 5% pension

4. Contract: Temporary (30 June 2023 to 23 August 2024)

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. Flexible working patterns and working from home is available as agreed. The Project and Family Support Officer may also be required to travel to other locations.

6. Outline

Project Art Works is a collective of neurodiverse artists and activists. Our programmes evolve through creative practice and radiate out to awareness raising in the cultural and care sectors, promoting more diverse representation in programming and relevancy for audiences. We disseminate the work of neurodivergent artists and makers through a wide range of projects, exhibitions, co-commissions, films, publications and digital platforms, increasing neurodiverse representation in programming, and deepening understanding and visibility.

Project Art Works is an Arts Council England National Portfolio Organisation based in Hastings, UK.

The Support Collective is an informal group of people with lived experience, families, carers, support workers and health and social care representatives. Project Art Works provides a programme of personalised support, training and advocacy to help the Support Collective to understand and assert their rights, navigate health and social care systems, and to offer each other peer support and social connections.

The programme is currently funded through The Guineas Trust, Arts Council England and Skills for Care.

7. Duties and responsibilities:

The post will be line managed by the Support Collective Lead who oversees the design and delivery of programmes of support for families and carers.

The Project and Family Support Officer will be responsible for co-managing the advocacy, peer support and training programme for and with the Support Collective families and carers programme.

This includes network events, training, facilitating peer and social support, and informal advocacy for people with complex needs, their families and support teams, building connections with key partners in the health and social care sector.



Working closely with the Support Collective Lead you will co-manage:

- the delivery of all programmes linked with supporting families and carers and the wider health and social care community.
- the development and delivery of carer support and training programmes to ensure they remain on schedule, in budget, in line with funding requirements and within the agreed outcomes
- Informal advocacy and support for and with families and people with complex needs through attending health and social care meetings with them as required, attending their PATH sessions, follow up phone calls, being an impartial point of contact, signposting and referring into other services, finding information and resources specific to their personal circumstances.
- Working with the members of the Support Collective and the core team to ensure the purpose and outputs of the training and support programme are co-designed and responsive to the collective’s needs and ambitions.
- Liaising with colleagues, participants, their families and support workers and broader community networks to ensure the smooth project delivery and good communication is maintained
- Use of monitoring tools to track support networks meetings, informal advocacy sessions, direct support of carers.
- Input to the Communications Manager to develop digital content, resources and communications related to the Support Collective activities.
- Input on reflective and creative material such as film and/or texts that enable caregivers and people who have complex support needs to represent themselves across different platforms of influence.
- Support the recruitment and task management of volunteers contributing to The Support Collective where needed
- Work with the management team and the evaluator to meet funders monitoring and evaluation requirements.
- Coordinate project monitoring systems and schedules in liaison with the management team and the Support Collective Lead
- Represent the Support Collective and the organisation at internal and external meetings.

8. General

- Ensuring that consent and data protection procedures are adhered to.
- Agree to, promote, and uphold Project Art Works’ Equality and Diversity Policy, Child Protection Policy, Vulnerable Adult Protection Policy, Data Protection Policy and Emergency Procedures and Code of Conduct.
- The copyright for any artwork created, photography taken, and archived work remains with Project Art Works. Written permission must be obtained by Project Art Works and the artist/maker prior to reproduction of disseminating any information or experiences from the programmes for personal use.
- Undertake training in safeguarding and other mandatory training as required.

Person specification

Specification	Essential	Desirable
---------------	-----------	-----------

projectart works

A strong understanding of the health and social care sector, specifically related to disabled adults and children with SEND.	X	
Knowledge of local services and funding structures relating to the Support Collective	X	
Ability to remain calm under pressure, treat shared information respectfully and confidentially where appropriate.	X	
Demonstrate empathy, resilience and resourcefulness when supporting families and individuals who are experiencing challenging personal circumstances and may be in crisis.	X	
Demonstrate knowledge of the daily lives of families, carers, adults with complex support needs, and of children and young people with SEND	X	
Experience in advocacy and / or working alongside adults with complex needs and / or children with SEND	X	
Qualification in Independent Advocacy or willingness to undertake this		X
Familiarity in Project Art Works programmes and charitable purpose	X	
Confident in using Microsoft Office programme, digital/social media	X	
A collaborative, open and supportive approach when working with colleagues	X	
A reliable and conscientious attitude to working with the Support Collective	X	

projectart works

A demonstrable interest in disability rights, arts practice		X
---	--	---