



## Freelance Craft Class Coordinator - GL4 & The Venture

### About the organisations

GL4 is a community interest company based in Matson. We have three core strands of work, live events, Youth Participation and Community Engagement. We want to break down the barriers that people feel when they think of visiting the theatre. Creativity should be easily accessible, just like sports is. Sport is a high physical activity, which is good for the body, where creativity is amazing for people's health and wellbeing. We aim to provide community engagement with every strand of our work. We also provide family and adult craft classes across the year.

The Venture Community Hub is a community development organisation working with children and families at a grass roots level in White City and the wider ward. The Venture has a culture of creativity and has been successfully running adult and family craft classes for several years.

### About the role

We are looking for a confident and creative Craft Class Coordinator to coordinate and develop our adult craft class offer for community participants. They will work closely with, and be managed by Naomi Draper, GL4's artistic director who programmes the events and currently leads on our craft class'. The primary purpose of this role is to plan, prepare and deliver 12 adult craft classes across Matson and White City, 6 in each area over a 12-month period. You will need excellent organisation skills and a keen interest in creating new craft class ideas.

The role can be tailored to some extent to suit the skillset of the Craft Class Coordinator and there is plenty of scope to develop the craft class programme, to seek out new opportunities and have creative input into the direction of the craft class strand.

This post is offered until the end of December 2023. This role will continue after this point subject to funding.

The Craft Class Coordinator will need to manage their time and split their responsibilities between office-based work, sourcing supplies, meetings & training (when required) and delivering craft classes. Some evening and weekend working may be required.

**Rate of pay: £375 pcm based on 2 days planning and preparation per class per month and 1/2 day delivery per class per month.**

This role is offered as a freelance contract.

In line with our Child Protection and Safeguarding Policy the successful candidate will be given a conditional offer, subject to references and a satisfactory DBS check. Once a DBS check is received, we require the craft class coordinator to sign up to the update service if not already on it, please make us aware if you are.

## **Job Purpose and Responsibilities**

To plan, coordinate and ensure the smooth delivery of our adult craft classes. To work with GL4 & The Venture to develop the craft class programme.

Main Responsibilities include:

- To plan, prepare and deliver the craft class activities in Matson & White city.
- To ensure all supplies are sourced for the classes.
- To create a plan for the craft classes for the year and share with GL4 & The Venture
- To liaise with the Programme & Marketing coordinator at GL4 to ensure the correct images and wording are available to market the classes
- Research new and innovative ways of creating craft class projects for the community
- To ensure the smooth running of craft classes, working to health and safety best practice including registers and accident and incident reporting.
- To be the first point of contact for the community regarding GL4's & The Venture's craft class activity.
- To facilitate a positive, professional and creative atmosphere for the community taking part in craft classes
- To have a lot of knowledge in creating activities that result in tangible projects for the community.
- To ensure craft classes remain in budget by working with the GL4 organisational director
- To ensure that financial procedures are followed and income and expenditure recorded.
- To update and report to GL4 & The Venture regarding the craft classes.
- To undertake creative evaluation of classes
- To observe and implement GL4's policies and procedures including equal opportunities, health and safety, child protection and safeguarding.
- To participate in organisation meetings and events as required
- To positively represent GL4 & The Venture at all events
- Any other responsibilities the role and programme reasonably requires.

## **Person Specification**

### **Essential**

- Experience of engaging and supporting the community taking part in craft classes
- Experience of working in partnership with community organisations
- Ability to manage and prioritise own workload and work with efficiency and initiative
- Ability to build positive, empathetic relationships with the community whilst maintaining a professional and appropriate role.
- Understanding of arts and/or education activity in a community setting
- Proficient IT skills
- Good numeracy skills, with experience of the day-to-day monitoring and recording of expenditure.
- Understanding of best practice when working with the community and vulnerable adults
- A positive, creative, flexible, hands on and can-do approach
- A commitment to diversity and inclusion

GL4 & The Venture encourages people from any background to apply for this post. We are committed to creating a team which is representative of the diverse communities we work with and to bringing together those

with a variety of skills and experiences, to help shape what we do and how we work. We particularly welcome applications from global majority candidates.