



Art Studio Co-ordinator
(fixed term contract)
Application Pack

Accountable to:	Art Studio Manager
Salary Scale:	£25,341.38 (pro rata £20,273.10)
Hours:	28 hours per week (4 days per week)
Contract:	Fixed term (12 months)
Location:	Hackney, East London
Expected Start Date:	End of September 2022

About us

Headway East London (www.headwayeastlondon.org) is a charity supporting people affected by brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their family. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests. We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

The Art Studio is an important component of the Day Service both as a creative occupational environment for members and as a public-facing arm of the organisation.

Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.

A short description of what you will do...

Support the Art Studio Team in the day-to-day running of the studio. Support members through key working support and activity engagement.

- Support the artists to develop their creative practise
- Exploring new techniques, building the Home Studio practise and engaging with our partnerships.
- Offer key working support in areas such as benefits, housing and debt management
- Work with the Headway team to support general day service activities.



Main duties and responsibilities

Key working

1. Act as key worker for up to 16 members; oversee their programme of activities and therapies and review their progress with them at least once a year. Offer information, advice and advocacy as necessary and refer more complex issues to the Casework team.
2. Establish and maintain contact with members' families, carers and other key people, referring and signposting them to relevant services and agencies.
3. Develop and maintain relationships with statutory partners and ensure information is shared when appropriate and in accordance with data protection legislation.
4. Share responsibility for overseeing the wellbeing of members/artists identified as having high support needs, including the maintaining of comprehensive individual risk assessments for those members.
5. Adhere to Headway's policies & procedures, including completing all relevant risk assessments thoroughly.

Art Studio

6. Work closely and collaboratively with the members/artists at the Studio, supporting them in their individual practices and in group projects.
7. Support the members/artists to be independent within the studio, to develop their practices (individual and as a group), to explore new techniques and inspirations and to continually enhance their portfolios
8. Support the Studio Manager in organising outings and visits with the members/artists to relevant cultural events and experiences (e.g. exhibitions). Support members/artists to facilitate member-led workshops with external partners.
9. Assist the Art Studio Team in planning and executing exhibitions both at Headway East London and in other locations, in cultivating partnerships with supporting organisations and in managing the sale of art from the studio.
10. Take responsibility for archiving and recording the artists' work – organising and storing their portfolios, photographing work and maintaining up-to-date content on the studio website.
11. Take responsibility for practical tasks in the studio and contribute to the development of any procedures required to maintain appropriate standards.
12. Deputise for the Art Studio Manager in his/her absence in conjunction with the other members of the staff team.

Other duties

1. Assist members with personal and basic care requirements, as required.
2. Carry out assessments including the administration of new referrals, reviews and the funding process.
3. Support members to engage in general centre activities such as: music, games, cooking, outings and gardening.
4. Model good practice for less experienced staff and volunteers.
5. Share responsibility for practical tasks in the day service and contribute to the development of an procedures required to maintain appropriate standards in the centre.
6. Contribute to the development of Headway East London's services.
7. Adhere to Headway East London policies and procedures.
8. Attend staff meetings and training.
9. Any other duties that may reasonably be required.

To apply

Please submit your application form to recruitment@headwayeastlondon.org. Closing date for applications is **9am Monday 22nd August 2022**. Interviews will take place on the week commencing **5th September 2022**.

Please ensure you address the requirements as laid out in the job description and person specification when completing page your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted for this role.

Headway East London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do.

We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

If you would like further information about the role and Headway East London, please contact Michelle Carlile via email at: michelle.carlile@headwayeastlondon.org or call on 07749 757007.

No agencies please.

How you will work

- In a way which promotes diversity, equality of opportunity and anti-discriminatory practice in line with Headway's Equal Opportunities Policy.
- Operate at all times in a way that is consistent with Headway East London's legal responsibilities including, data protection, health and safety legislation and guidance, seeking specialist guidance where appropriate
- Work in accordance with Headway East London's aims and objectives and policies and procedures and to promote a positive image of the organisation and its members.
- Undertake such other duties as may reasonably be required, commensurate with the level of the post.



Person Specification

Experience

- A-level or equivalent in an art/design based subject
- Demonstrable experience of personal art practice (Portfolio)
- Experience of working as part of a team of staff and volunteers
- Experience in running groups
- Experience of working with people with disabilities
- Key working experience

Skills, Knowledge and Abilities

- Diverse and demonstrable range of art and craft skills
- Excellent organisational skills
- Excellent facilitation skills
- Ability to self-motivate
- Ability to problem-solve and prioritise
- Good literacy and numeracy skills
- Computer literacy, including working knowledge of Microsoft Office, particularly Word, Excel and Access
- Ability to learn quickly
- Good listening skills
- Ability to work under pressure and to stay calm in stressful situations
- Ability to relate well to people on a one-to-one basis & in group settings
- Ability to be empathic with others' situations
- Knowledge of Acquired Brain Injury and its effects
- Knowledge and understanding of the demographic Headway East London serves

Other Requirements

- Personally and professionally responsible
- A commitment to team working
- Flexible, adaptable and reliable
- A commitment to equal opportunities
- Willingness to work occasional evenings/weekends
- Awareness of issues around disability and social exclusion
- Sense of humour

Coaching, training and support will always be provided as part of the role.