

ACAVA



Pastoral Support Manager Recruitment Pack

May 2022

Pastoral Support Manager

Contract: 12 month fixed term contract, with potential to extend subject to funding and business needs

Hours: 22.5 hours per week (equivalent of 3 days p/w)

Salary: £35,000 pro rata p/a

Benefits: Contributory pension, 22 days holiday p/a pro-rata plus bank holidays, birthday day off

Reports to: General Manager during adoption leave of the Head of Health and Wellbeing.

Manages: North Kensington based Programme Team (2 x Programme Managers and a Programme Co-ordinator) and other staff as required.

Key internal relationships: Freelance facilitators and workshop assistants, Senior Management Team (CEO, General Manager, Head of Fundraising, Head of Marketing and Communications)

Location: North Kensington, 54 Blechynden Street W10 6RJ, 4 Maxilla Walk W10 6NQ and occasionally working from home or at other locations as required.

Equality and diversity

ACAVA is committed to equal opportunities, diversity and inclusion and we are keen to address imbalances in our team. We encourage applications from all races, religions, genders, countries of origin and sexual orientations.

We actively encourage you to apply if your background or lived experience are underrepresented in the arts sector.

Please ask us for this information in alternative formats.

If you have access requirements at any stage, please email recruitment@acava.org.

About the role

We are looking for a Pastoral Support Manager to lead the development and delivery of a pioneering pastoral support offer for ACAVA staff, freelance artist facilitators and programme participants.

The Pastoral Support Manager will help us create a safe and supportive environment for our staff, artists and communities whilst considering the social and emotional needs of all people involved in the creation and delivery of our public programmes in North Kensington.

What we are looking for

We are seeking a highly organised and efficient team player with excellent communications and people skills. You will have experience of project and line management, community engagement and a keen interest in the arts in health sector.

This is an exciting time to join a dynamic organisation with a strong, committed team working towards the delivery of a culturally and socially driven mission.

About ACAVA

ACAVA is an arts education charity that evolved from artist-led initiatives in the early 1970s. For almost 50 years ACAVA has been amongst the UK's most progressive affordable workspace providers; helping to define the sector and making an immeasurable contribution to the visual arts, creative industries, arts education and community arts.

We are currently one of the largest affordable workspace providers with a portfolio of 20 buildings, exhibition spaces and workshops located in London, Essex and Stoke-on-Trent that support a community of 400 creative practitioners.

ACAVA provides affordable workspace, professional development, exhibition

opportunities for artists as well as local community focused arts programmes that engage children, young people, families and adults through co-created activities with professional artists.

We have pioneered creativity in health and wellbeing settings for over 30 years and this remains fundamental to our programming philosophy today.

Activities delivered from our two-site campus in North Kensington exemplify decades-long successful collaborations with the NHS, Clinical Commissioning Groups, local stakeholders, artists and communities. Since 2017, we have been the lead cultural organisation delivering programmes that help enable people to memorialise and recover from the Grenfell Tower fire.

We create meaningful experiences with positive outcomes on wellbeing, personal growth, and social cohesion that also inspire people to participate in the arts, promote confidence and learn new skills. In recognition of the significance of this work, ACAVA has been shortlisted for the Award for Civic Arts Organisations (2022) by the Calouste Gulbenkian Foundation and King's College London.

For more information, please visit our [website](#).

ACAVA Programmes in North Kensington

Flourish

Flourish is a range of intergenerational programmes set in an enclosed urban garden where families and artists co-create around contemporary themes - from science to the environment - to playfully explore what art is and can be. Following the Grenfell Tower fire, there was an urgent need for a safe, family-friendly space for local people. Flourish provided it and has been an essential lifeline for families ever since. More information [here](#).

Maxilla Men's Shed

Maxilla Men's Shed is a vibrant community workshop and makerspace located in our Maxilla Walk Studios, beneath the Westway flyover. Designed to engage socially isolated older men, we also welcome women and community groups who enjoy formal and informal making sessions, pastoral support from staff, peer networks and socialisation. Activities include

carpentry, coppersmithing and building 'bug hotels' for a Bee Superhighway in collaboration with RBKC Ecology Team and landscape contractors IdVerde. The Shed makes a significant positive impact on emotional, mental and physical health, effectively counteracting loneliness and isolation. More information [here](#).

Cultivate Create

A new creative growing project for North Kensington families with a focus on wellbeing and emotional resilience. It provides a safe space for families who have been impacted by the Grenfell Tower Fire in which to explore creativity and connect to nature. In addition to preparing, planning, sowing, growing, harvesting, cooking and eating produce, each session will include a making activity to enhance the garden. More information [here](#).

Grenfell Memorial Community Mosaic

Initiated by ACAVA in partnership with Al Manaar Muslim Cultural Heritage Centre, the mosaic is an installation that has developed over the last four years. Co-created by different community, faith and school groups along with individual participants with two artist facilitators, the project has helped enable people to memorialise and recover from the Grenfell Tower fire. The first two pieces are installed close to the base of Grenfell Tower and the third and final phase will see 39 mosaics installed in the public realm creating pavement way-markers along the route of the Grenfell Silent Walk to mark the fifth anniversary of the fire. More information [here](#).

Young Photographers

A professional development programme that helps young people from diverse backgrounds to develop a photography portfolio. Mentored by an experienced professional photographer, participants create compelling images and manage a client relationship while working on paid assignments. More information [here](#).

ACAVA Shoots

Traditional routes to a career in photography often involve unpaid work experience - a barrier to access for many young people. ACAVA Shoots promotes diversity in the creative industries by identifying paid work opportunities for our Young Photographers alumni. Recent clients include Young Camden Foundation, The Local Trust and Young Kensington and Chelsea. More information [here](#).

Artspace Link

An artist-led programme for people with long-term mental health needs, Artspace was a remarkable 22-year collaboration with the NHS that demonstrated the enduring therapeutic value of art and creativity in non-clinical settings. Artspace Link continues the legacy of that project, supporting an established group of Artspace artists to continue their practice in weekly peer-led studio sessions with regular support from a professional artist. More information [here](#).

Studio 13

Studio 13 residency is a new career development opportunity for an emerging artist who considers social engagement integral to their studio practice. The artist in residence receives a studio for six months rent free, training opportunities, peer-to-peer support and opportunities to engage communities as part of their development. More information [here](#).

Key responsibilities

Line Management

Provide regular supervision to the North Kensington Programme Team, providing practical guidance, advice and pastoral support.

Facilitate regular team meetings, create opportunities for peer support, discussion, knowledge sharing and collective problem solving.

Support the implementation of team members' CPD plans.

Ensure programme staff and freelance facilitators are up to date with internal developments as appropriate.

Report to the Senior Management Team on any matters that arise.

Policy Implementation

Support and advise staff in North Kensington on safeguarding matters - reporting to the Safeguarding Officer as required.

Support and advise the North Kensington team on meeting health and safety requirements.

Pastoral Support Development

With the Programme Team co-create a pastoral support offer for freelance facilitators.

Facilitate a round of recruitment to increase our pool of workshop assistants including co-creating a training and support package with the Programme Team.

Work with the Programme Team to develop participant referral processes for projects, keeping up to date with the provision of support for vulnerable or at

risk participants in the area from social services and other government and third sector agencies.

Work with the Programme Team to develop pastoral support for project participants (especially long-term projects including Maxilla Men's Shed, Artspace Link and Cultivate Create).

Work with the Senior Management Team to scope options and need for further pastoral support across the organisation.

General

- Demonstrate a commitment to equality, diversity and inclusion.
- Participate in an open, collaborative working culture.
- Contribute to creative thinking in the organisation.
- Be an ambassador for ACAVA at all times.

Person Specification

The successful candidate should arrive with the essential elements from day one. The 'desirable' elements indicate the experience, knowledge and attributes that could be developed in post.

Experience and knowledge

Essential:

Demonstrable experience of line management and providing excellent pastoral support including vulnerable people.

Recent experience of partnership working with public, private and third sector partners to assist vulnerable members of society.

Up to date knowledge of care and other resources within social services and

third party agencies.

Experience of co-creating new projects with multiple and diverse stakeholders.

Desirable:

Experience of successful community engagement and co-creation in a creative or cultural context.

Skills

Essential:

Excellent IT skills and high level working knowledge of MS Office.

Demonstrable inclusive leadership.

Ability to work effectively and collaboratively as a member of ACAVA's wider team.

Excellent written and spoken English.

Absolute discretion and confidentiality.

Excellent attention to detail.

Desirable:

Budget management and creation.

Communication

Essential:

Excellent written and verbal communication.

Ability to communicate clearly and effectively with colleagues, participants, freelancers, stakeholders and third party service providers.

Soft skills

Essential:

Maintain a professional and empathetic manner at all times.

Outward going and friendly to colleagues, participants and others.

Desirable:

Willingness to 'go the extra mile' and present an open and flexible approach.

There will be a requirement for an enhanced DBS check which is satisfactory to ACAVA.

How to apply

To apply for this role please submit the following by email to Kate Davies, General Manager at recruitment@acava.org with the subject line: Application for Pastoral Support Manager.

- Application Form
- An up-to-date CV
- Application Question

We encourage you to also complete and return the Equal Opportunities Monitoring Form. All information given to us on the monitoring form will be separated from the application documents on receipt and will be held separately and anonymously for monitoring purposes only.

We are only accepting online applications for this post. If you have a disability that makes it difficult for you to provide us with information in this way, please contact us for assistance.

ACAVA will not store any of your details beyond this recruitment, and all enquiries and applications will be treated in the strictest confidence.

Dates

Closing date for applications: Monday 6 June 2022 at midnight.

Interviews: Applications will be assessed as they are received. Interviews will be held in person from week commencing 13 June 2022.

As part of the assessment process, you may be asked to complete a written exercise that relates to the role you are applying for.

You will be required to provide proof of eligibility to work in the UK.

Start date: ASAP following appointment.

ACAVA

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www.acava.org @ACAVAarts

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