



# Project Assistant application pack





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**ACAVA are seeking a Project Assistant with a creative background and experience of working with people of all ages and backgrounds to support the administration and delivery of our programmes in North Kensington and neighbouring areas. The Project Assistant will work mainly on our creative family programme, Flourish.**

## Job description

- **Job title:** Project Assistant
- **Contract:** Zero-hour contract
- **Hours:** Half-day (4 hours) per workshop plus additional hours for admin where required
- **Salary:** £11.95 per hour (London Living Wage)
- **Benefits:** 22 days holiday p/a pro rata
- **Reports to:** Programme Manager
- **Manages:** None
- **Key internal relationships:** Project Artists, Programme Managers, Programme Coordinator
- **Location:** Maxilla Walk Studios (4 Maxilla Walk London, W10 6NQ) and Blechynden Street Studios (54 Blechynden Street, London, W10 6RJ)

## Programme background

Now in its sixth year, Flourish is our school holiday art programme for families in North Kensington with primary school-aged children. It offers a space for families to get creative and enjoy learning new skills with professional artists.

[Find further details about Flourish here.](#)

## **Purpose of the role**

To assist with the delivery of ACAVA's public programme through supporting the Programme team with the administration and delivery of Flourish, with the possibility of assisting other ACAVA programmes in the future.

The Project Assistant will be supported throughout the training and delivery of the role. As part of the training, they will shadow an existing member of staff before assisting workshops independently. ACAVA will carry out a new DBS check for the successful candidate, and depending on commitment, offer Safeguarding training along with any additional support.

## **Key Responsibilities**

### **General Tasks**

- Undertake all necessary administration in relation to workshop delivery including welcoming families, registration and recording accurate information for reporting, photo permission forms and evaluation forms
- Support the facilitating artist in preparing the workshop space and resources
- Ensure the risk assessment is followed as appropriate during workshop delivery
- Document the workshops by photographing key moments and achievements. This may include creating social media content such as Instagram stories and reels
- Reflect and evaluate with the artist at the end of the session
- Update the Programme team on the session outcomes

## **What we're looking for**

We are seeking a personable individual who is able to use their initiative, communicate with a broad range of people of different ages and backgrounds, enjoys working collaboratively, is highly organised and has some experience in supporting the delivery of creative workshops. Individuals will also need to be computer literate with good knowledge of Microsoft Word and Excel.

This role would suit a recent arts graduate or early career/emerging artist with an interest in developing a socially engaged practice and gaining experience of working with people in a community arts context.

ACAVA has recently become an Arts Council National Portfolio Organisation, enabling us to expand our creative programmes. 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.

## **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:

- Practising/emerging artist with a good knowledge of contemporary art practice
- Some experience of working with children and families within an arts-based context
- Experience of undertaking administrative tasks and using Microsoft Word, Excel and Forms

Desirable:

- Understanding and awareness of safeguarding protocol
- An understanding of reporting to funders and what that entails

### **Skills**

Essential:

- Good interpersonal skills and ability to handle challenging situations
- Demonstrates good use of initiative
- Strong organisational skills
- Ability to work effectively and collaboratively as a member of ACAVA's team
- Reliable and conscientious
- Ability to be discrete and maintain confidentiality

Desirable:

- Up-to-date First Aid qualification

## **Equality and diversity**

ACAVAL 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 particularly encourage applications from disabled people and those from ethnic minority backgrounds as these groups are underrepresented in our team.

It is our responsibility to make the application process accessible. If you require this information or any further information in a different format, please get in touch through [programmes@acava.org](mailto:programmes@acava.org) and you'll hear back from us.

We will also accept video applications. Please email these to us via WeTransfer links.

## How to apply

To express your interest in this opportunity please submit the following information by email to [programmes@acava.org](mailto:programmes@acava.org) with the subject line: Application for Project Assistant.

1. A completed application form **including the application questions** and the name and contact of two referees. In line with Safer Recruitment practices, these will be contacted by telephone if you are invited to interview. Written references will not be accepted.
2. An up-to-date CV that includes details of any relevant experience.
3. Details of any DBS check you hold. If you do not have an up-to-date certificate or are not registered for the update service, we will carry out a new check if you are successful. Applicants will need to adhere to all programme safeguarding procedures.
4. We encourage applicants to complete and return the Equal Opportunities Monitoring Form. Information given to us will be separated from the application documents on receipt and will be held separately and anonymously for monitoring purposes.

## Dates

**Please apply by 5pm on Monday 24 April 2023.** Any applications received after this point will not be considered.

Interviews will be held in person at ACAVA Maxilla Walk Studios between Wednesday 3 and Friday 5 May 2023. If you have any access requirements, please let us know when you apply.

Start date: w/c 29 May 2023

## About ACAVA

We are a leading arts education charity that evolved from artist-led initiatives in the early 1970s. For 50 years we have been amongst the UK's most progressive affordable studio and workspace providers.

With a portfolio of 16 studio buildings, exhibition spaces and workshops across eight London boroughs, three locations in Essex and an industrial heritage site in Stoke-on-Trent we support a community of over 400 creative practitioners and cultural organisations.

A pioneer of delivering arts in health and wellbeing settings, we bring professional artists together with local communities in programmes to explore their creativity with transformational outcomes.

ACAVA stands for the Association for Cultural Advancement through Visual Art. Created as a statement of radical intent by the artist founders to use culture for social good, it remains the ethos of our organisation today.

In 2022:

- 2300 people took part in our London programmes
- We joined Arts Council England's National Portfolio enabling us to deliver more creative community programmes
- We were shortlisted for the Calouste Gulbenkian's Award for Civic Arts Organisations
- We were the joint winners of the Culture Health and Wellbeing's Collective Power Award for our co-created Grenfell Memorial Community Mosaic programme.

To learn more about us, please [visit our website here](#).