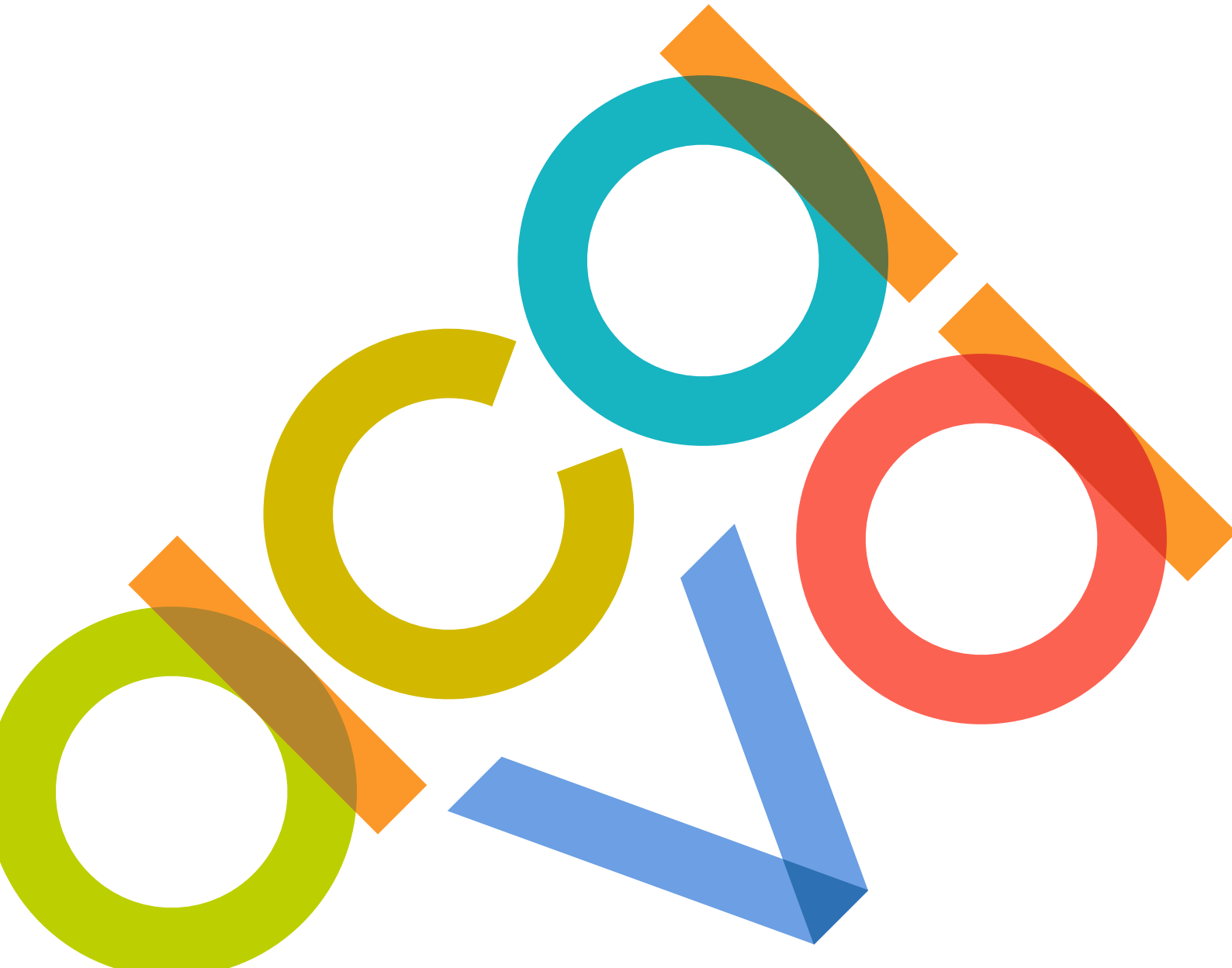


# **Project Assistant, Flourish**

Application pack



# Welcome

Dear Applicant,

Thank you for your interest in the role of Project Assistant at ACAVA. If successful, you will join a dynamic, progressive and growing organisation with a 50 year history as an important part of the national cultural infrastructure.

ACAVA's unique vision – Creativity with Social Purpose – guides our work at the intersection of creative practice, community and place. We are an ambitious team focused on diversification and growth, enjoy a great work culture and have recently joined Arts Council England's National Portfolio so it is an exciting moment to join us.

I very much look forward to receiving your application.

Tom Holley

CEO

ACAVA

ACAVA are seeking a Project Assistant with a creative background and/or experience of community work to support the delivery of our creative family programme, Flourish, in North Kensington and Wembley.



Flourish at Barham Park Studios in Wembley. Photo by ACAVA Shoots (Andreia Sofia Leitão)

## Equality, diversity and inclusion

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

We particularly encourage applications from disabled people and those from global majority backgrounds as these groups are underrepresented in our organisation.

A large print version of this document is available on request.

We also welcome video applications. You can read the 'How to apply' section on this pack for more information on how to apply by video.

If you have access requirements at any stage of the recruitment process, please contact the team at: [recruitment@acava.org](mailto:recruitment@acava.org).

## Job description

- **Job title:** Project Assistant
- **Contract:** Flexible zero-hour contract
- **Hours:** Half-day (4 hours) per workshop, plus additional hours for induction, administration and training where required. Work usually delivered during school holidays throughout the year.
- **Salary:** £13.15/hour (London Living Wage)
- **Benefits:** Flexibility, 30 days holiday per annum pro-rata.
- **Reports to:** Curator, Social Practice
- **Key internal relationships:** Project Artists, Project Assistant (Social Practice)
- **Locations:** 4 Maxilla Walk, London, W10 6NQ; 54 Blechynden Street, London, W10 6RJ; Barham Park, Wembley HA0 2HB.

## Purpose of the role

To assist artists in facilitating Flourish, our flagship family engagement programme, delivered in North Kensington and Wembley.

Starting in 2017, Flourish is an ongoing school holiday art programme for families with primary school-aged children. It offers a space for families to get creative and enjoy learning new skills with professional artists.

An induction process will be provided for the Project Assistant prior to assisting workshops independently. If needed, ACAVA will carry out a DBS check for the successful candidate.





Flourish at Maxilla Walk Studios in North Kensington. Photo by ACAVA Shoots (Andreia Sofia Leitão)



# 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. Support the facilitating artist in delivering workshops by engaging directly with families and activities.
- Ensure the risk assessment and other safeguarding processes are 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.
- Provide clear feedback about workshops to the Social Practice Team.

## Person specification

We are seeking a personable individual who can use initiative, communicate with a range of people from different generations and backgrounds, work collaboratively, and be highly organised. Strong candidates may have some experience in supporting the delivery of creative workshops. You will be joining our pool of Project Assistants who support workshop delivery. It is ideal for part-time workers or students, developing a career in the cultural or community sectors who are seeking supplementary experience and sources of income.

Successful candidates will identify as at least one of the following:

- Early career/emerging artists.
- Emerging facilitators, with interest in social practice, social justice or working in community contexts.
- Individuals with connections to Brent and North Kensington who share lived experience with programme participants from these areas, including people of global majority and low-income backgrounds.

## Experience and Knowledge

### Essential

- Some experience of working with children and families, or in community contexts.
- Experience of undertaking administrative tasks.

### Desirable

- Understanding and awareness of safeguarding procedures.
- Knowledge of project evaluation processes.
- An interest in contemporary art practice.

## Skills

### Essential

- Good interpersonal skills and ability to handle challenging situations.
- Strong sense of initiative.
- Strong organisational skills.
- Ability to work effectively and collaboratively.
- Reliable and conscientious.
- Ability to be discrete and maintain confidentiality.

### Benefits

- Successful candidates gain access to ACAVA's Professional Development programme for art practitioners, including past and future webinars and networking events.

## About ACAVA

ACAVA is 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 15 studio buildings, exhibition spaces and workshops across eight London boroughs, one building in Essex and an industrial heritage site in Stoke-on-Trent we support a community of over 400 creative practitioners, cultural organisations and creative SMEs. A pioneer of delivering arts in health and wellbeing settings for over 30 years, we bring professional artists together with local communities in co-created programmes that explore art and creativity and deliver creative, social and economic value.

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

## How to apply

Please email the following to [recruitment@acava.org](mailto:recruitment@acava.org):

- Completed [Application Form](#), including answer to application question (no more than 1 side of A4) or WeTransfer link to a sound recording or video (maximum ten minutes).
- Up-to-date CV
- 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.
- 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.

We are only accepting applications by email for this post. If you have a disability that makes it difficult for you to provide us with information in this way, please call 0749 639 2136 for assistance.



Flourish at Barham Park Studios in Wembley. Photo by ACAVA Shoots (Andreia Sofia Leitão)



## Dates

**Please apply by Saturday 1 June 2024, midnight.**

Interviews will take place in the week beginning 10 June 2024, in North Kensington, London.

If you have any access requirements, please let us know when you apply.

**Induction:** July (date TBC)

**Start date:** Week beginning 29 July. Summer Flourish sessions will run three days a week until 23 August.