



## Job Description

### Creative Facilitator

**Salary:** £26,228.48 FTE (£20,982.78 actual salary for 0.8 FTE)

**Hours:** 1- 4 days per week (0.8 FTE) Working days will fall between Monday and Saturday.

**Contract term:** 6 months fixed term in line with our confirmed funding

**Reports to:** CEO

#### About People Speak Up (PSU)

People Speak Up is a social, arts, health, mental-health, and well-being community organisation. We connect people, help them find their voice, and nurture healthier and more resilient communities through storytelling, spoken word, creative writing, meaningful conversation, participatory arts, volunteering and training.

Our services are free to access and open to all. We offer a wide range of activities to support mental health and reduce loneliness and isolation. These take place at our Arts, Health and Wellbeing Hub and Community Garden in Llanelli, at the Living Well Centre in Carmarthen, in people's homes, care homes, community spaces and online.

We are funded by the Arts Council of Wales, trusts and foundations and through commissions by health boards and local authorities.

Read about PSU and our current projects [www.peoplespeakup.co.uk](http://www.peoplespeakup.co.uk)

#### Role Purpose

To plan and creatively facilitate People Speak Up projects and core activities, ensuring high-quality creative programmes and positive experiences for participants.

You will be one of a team of seven staff working with a large network of freelance artists and volunteers. Together you will create and deliver arts, health and wellbeing workshops and events at our Arts, Health and Wellbeing Hub in Llanelli, Carmarthenshire Living Well Centre, in community spaces and people's homes across Southwest Wales.

You will be working with people of all ages, backgrounds and abilities including young people and vulnerable adults. Appointment is subject to an enhanced DBS check. Safeguarding training will be carried out as part of the induction.

We are striving to become a bilingual company and support the Welsh Government's target of a million Welsh speakers by 2050. Basic Welsh language skills are

desirable. Fluency in Welsh and the ability to deliver workshops bilingually would be highly advantageous.

## **Responsibilities**

### **Project Delivery**

- Create and co-create events, conversations and workshops at both hubs in Llanelli & Carmarthen and our out and about projects in Carmarthenshire.
- Creative facilitation and co-facilitation of activities.
- Source and organise materials and resources required for project delivery e.g. books, props, materials.
- Book guest artists and maintain accurate booking records.
- Keep accurate records of attendance at sessions.
- Support the freelance and volunteer teams.
- Capture photographs and feedback from participants for funding applications, monitoring information and social media.
- Support Monitoring and impact evidence systems.

### **Representation**

- Represent PSU at Board meetings, partnership meetings and networks.

### **General Responsibilities**

- Uphold PSU's values, safeguarding responsibilities and inclusive practice.
- Ensure the buildings and activity areas are presented as accessible and welcoming spaces.
- Undertake other duties appropriate to the role and level of responsibility.

## **About You**

You are passionate about arts, health and working with the local community and committed to supporting people of all ages and backgrounds.

You bring experience in facilitation of community workshops.

You work independently and collaboratively, communicate confidently, and create welcoming, inclusive spaces for participants and colleagues.

You have an open and friendly demeanour, can read the room and respond to people in an appropriate way.

You are supportive, encouraging and enjoy working as part of a collaborative team.

Holding a full driving licence and have access to your own vehicle will be of benefit but not necessary.

### **Person Specification**

- Experienced (at least 2 years) facilitator in arts, community, open play or wellbeing sector.
- Confident communicator both written and verbal with Welsh language fluency desirable.
- Dynamic and positive and able to be open and respond well to people's needs, sometimes complex and vulnerable.
- Strong organisational and administrative skills.

- To hold a degree or equivalent experience in an arts or community wellbeing subject.
- To hold a degree or equivalent in open play would be of benefit but not necessary.
- Confident communicator both written and verbal with Welsh language fluency desirable.
- Ability to manage multiple priorities.
- To be flexible and to be able to manage your own health and wellbeing through the support of the organisation and personal resilience.

## To apply

People Speak Up actively encourage applications from people of all backgrounds particularly those underrepresented in the arts and health sectors.

Please send your CV and covering letter explaining how you meet the specifications of the role and what you bring as a facilitator to the PSU Community: to Eleanor Shaw [eshaw@peoplespeakup.co.uk](mailto:eshaw@peoplespeakup.co.uk)

Alternatively, or as extra evidence, you can send your CV along with a video instead of a covering letter. The video should be no more than 5 minutes long. Please send a dropbox or Wetransfer link instead of emailing a large video file.

Applications can be submitted in English or Welsh.

We understand the use of AI can be helpful when writing applications, but we want to hear your voice, see your writing style and get to know you through your covering letter. AI tools can't fully capture your voice or the subtle details of your experience, which can make your application sound generic or robotic. If you wish to use AI, please use this to review your application, not create it entirely.

**Deadline for applications:** Friday 17<sup>th</sup> April 4pm

**Interviews:** Monday 27<sup>th</sup> April 9-5 (please keep the day free and you will be allocated a time slot) at our PSU hub in Llanelli or Carmarthen TBC

People Speak Up wants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of applicants to help us to encourage equality and diversity in our recruitment process.

We ask you to help us to do this by completing this anonymous equality and diversity monitoring form. Completing the form is voluntary and the information provided will be kept confidential and only be used for monitoring purposes.

<https://forms.gle/a4ZNhPhkrvbadR6e7>

Any job-related questions: please email: [eshaw@peoplespeakup.co.uk](mailto:eshaw@peoplespeakup.co.uk)