

Abbey People CIO
Job Description – Art Group Facilitator

Job Description

At Abbey People, we owe our success to our people. We are currently seeking someone join the team on a fixed term contract from April 2024 to March 2025 as arts and crafts group facilitator, to work part time for two hours per week, for a total of thirty-six sessions, two of which will be seasonal and may be outside of the normal group's session time. The ideal person for the job will have an interest in arts and crafts, with a willingness to share their ideas with other. Friendly with excellent communication skills and the ability to use art to help people engage with each other.

Objectives of this Role

- Help welcome the public to the group and provide a safe friendly space for people to relax and enjoy.
- Reduce isolation.
- Skills share
- Introduce local residents to the possibilities of volunteering with the organisation.

Daily and Monthly Responsibilities

- Plan art and craft activities that are suitable for adults with varying levels of skills.
- Create a welcoming and friendly space.
- Work with other team members to plan session, resources, and review budget.
- Prepare for each session by setting up the room with the required resources for the session.
- Prepare refreshment station.
- Cleaning and packing down each session.
- Provide administrative support to the team, specifically focusing on social media posts and posters for events.

Skills and Qualifications

- Good written and verbal communication skills
- Knowledge of safeguarding
- Good time-management skills and multitasking ability
- A connection to Abbey Ward in Cambridge is desired.

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Equality and Diversity is very important to us, and we welcome applications from people with protected characteristics, please contact us with any queries or to discuss reasonable adjustments.

Please apply with an introduction letter, including level of school achieved and any work experience to admin@abbeypeople.org.uk.