

JOB DESCRIPTION

Job Title: Assistant Manager – Pathways to Wellbeing Programme

Fixed term contract - 1 year in the first instance with the intention for the role to be extended (subject to further funding and satisfactory performance reviews)

Reports to: Learning & Engagement Lead (Pathways to Wellbeing Project Manager)

Hours: 3.5 days per week: including Wednesdays 9 -5.30 pm (essential)

Salary: £24,000 -26,000 p.a. pro rata depending on experience

Location: Holburne Museum, Bath but will involve travel to local partner museums and outreach to other community venues.

CONTEXT

This is an exciting opportunity for someone who is passionate about the power of creativity and cultural engagement to support mental health and promote wellbeing within communities.

Over the last 6 years, the Holburne Museum's Pathways to Wellbeing Programme has developed and grown in response to emerging social prescribing models and the needs of people with lived experience of mental health issues and social isolation across Bath & North East Somerset, Wiltshire and surrounding areas.

We work with adults and young people (16-25yrs), socially engaged artists, volunteer mentors, support workers and museum staff to realise our vision of creating an inclusive, creative and caring community.

Throughout the year the Holburne Museum works with Bath Museum partners: Bath Preservation Trust, The American Museum & Gardens and Bath Abbey to realise this vision.

The project aims to enable participants to:

- Explore their creativity in safe and inspiring museum spaces, led by specialist artists
- Create and exhibit artwork inspired by museum collections and exhibitions (both on-line and in museum spaces)
- Learn new art skills and engage with local heritage and museum collections
- Have a 'voice' within museums

As both a museum and art gallery the Holburne is unique in combining an historical collection with contemporary art exhibitions. This dynamic between 'old' and 'new,' along with the beautiful setting and building provides a rich source of inspiration for creativity.

<https://www.holburne.org/learning/community-engagement/pathways-to-wellbeing/>

THE ROLE

The successful person will join a small, very dedicated Learning & Engagement Team to deliver the ongoing Pathways to Wellbeing Programme. We are looking for a colleague who has the flexibility, skills and experience to act as a Deputy and Assistant to the Pathways to Wellbeing Project Manager. This will include taking on Safeguarding responsibilities in-line with the Pathways to Wellbeing Safeguarding Policy.

If you have proven experience of working in the Creative Health field (or transferable, relevant skills linked to creativity) are solution-focused, highly adaptable and can manage under pressure and work both as part of a team and independently, please consider applying for this role.

The successful person will combine high level administrative and organisational skills with the ability to communicate sensitively with a diverse range of young people and adults. The role will involve preparing spaces and equipment for weekly group activities and overseeing some groups in The Gardener's Lodge - a separate building, close to the museum, in Sydney Gardens, where much of our work is based.

The post-holder will have direct contact with group participants and the services that support them and must be confident

The Holburne is committed to diversity in its programmes, audiences, staff and volunteers.

MAIN RESPONSIBILITIES

- Acting as a deputy to the Pathways to Wellbeing manager (including taking on Safeguarding responsibilities)
- Programming creative projects and recruiting and liaising with socially-engaged artists to plan these projects
- Communicating regularly with Pathways to Wellbeing participants and referral services through email, text and phone calls
- Maintaining records of participant referrals, group waiting lists, participant attendance and 'move-on' deadlines
- Overseeing group sessions in The Gardener's Lodge including setting up room, preparing resources for activities e.g. carrying arts equipment, setting up tables and chairs
- Overseeing some 'out of hours' sessions in The Gardener's Lodge and outreach sessions in the community
- Overseeing the collection and inputting of project activity data such as equal opportunities data and feedback forms for evaluation
- Maintaining budget records for the programme and overseeing collection and recording of all receipts, invoices and petty cash transactions
- Organising transport for some participants
- Promoting the project via website updates, social media posts and a regular Newsletter

PERSON SPECIFICATION

Essential

- Excellent organisational and administrative skills and a calm and methodical approach to work
- Proven interpersonal skills and Mental Health First Aid qualification or equivalent experience of working with or supporting people with lived experience of mental health issues and social isolation
- Excellent IT skills including good knowledge of Microsoft Excel/ Survey Monkey/ and Word Press software
- Excellent communication skills (verbal and written) and an awareness of potential barriers to engaging with museums
- Flexibility and ability to work independently (including occasionally working at weekends/ early evenings)
- Good knowledge of social media platforms
- Valid UK driving licence

Desirable

- We are looking for someone who combines administrative skills, and mental health awareness with an understanding of creativity and practical arts practice. Some practical arts experience and knowledge of materials would be very useful

As the post requires working with vulnerable adults, a Disclosure and Barring Service check will be carried out for the successful candidate.

Application Process

Submissions via application form only; no CVs please.

Closing date: 9am on 11 July 2022.

Interviews: Tuesday 26 July 2022.

EMPLOYEE BENEFITS

A paid-for annual parking permit can be arranged for Holburne Museum employees to use the Pay & display car park on site.

CPD opportunities – including Safeguarding training, curator exhibition talks, Private View invitations