



Workshop Facilitator Recruitment Pack

Magic Me: Artworks Trainee Programme

[Magic Me](#) is looking for an experienced **Workshop Facilitator** to deliver sessions with **Community Arts Trainees** as part of our **Artworks Trainee Programme**.

About the Artworks Trainee Programme

Artworks is a paid trainee programme for people aged 18 - 30 from Tower Hamlets.

The programme supports young people to gain knowledge, skills and confidence to access careers in the arts by developing the practical skills and understanding to work on community arts projects and to design and deliver their own intergenerational arts event.

Over **5 months**, a group of **three trainees** will:

- Attend weekly sessions **delivered by the Workshop Facilitator** to become a team, focus on personal development, develop confidence and explore the skills needed to develop and deliver creative community projects
- Work with a mentor
- Receive visits from guest speakers in the arts sector
- Support an intergenerational project at an extra care scheme in Tower Hamlets
- Design and deliver their own event
- Receive support with CVs and job applications

Trainees will work 2 days per week and be paid at London Living Wage.



Photo credit: Holly Falconer



Why is it needed

Artworks addresses the need for young people in Tower Hamlets – particularly from Black, Asian, other minority ethnic and working class backgrounds – to have access to paid work in the arts sector.

The programme will ensure Magic Me invests in our local borough, embedding skills, nurturing talent and contributing to local creative infrastructure by enabling young people from Tower Hamlets to take ownership of these skills and bring their ideas to life.

The role

We are looking for an experienced Workshop Facilitator with a background in community arts and supporting young people, or people early in their career, to deliver weekly workshops with the trainee group.

Working closely with the Senior Project Manager, you will design workshops which support group learning, in which trainees develop confidence and skills.

The Workshop Facilitator will lead weekly sessions, supported by the Senior Project Manager.

You will:

- Confidently hold the workshop space, facilitate discussion and explore themes with the group
- Create an open and supportive space for peer learning, building a positive group dynamic and establishing an environment of trust
- Nurture individuals, drawing out their insights and supporting them to recognise their own skills and experience
- Incorporate creative activities which build confidence, connections and a sense of belonging
- Bring your own professional insights and experience to contribute towards trainees' learning
- Undertake a pastoral role in workshops, following up from week to week and communicating regularly with the Senior Project Manager to ensure the wellbeing of trainees
- Incorporate Magic Me's core principles in session design, outlined below

Sessions will support trainees to:

- Come together as a team
- Develop positive relationships with each other and with participants, partner staff and the Magic Me team
- Identify realistic goals and reflect on development
- Identify their strengths and interests and recognise different roles within a project team
- Develop practical skills and understanding in working on creative community projects
- Design and develop an idea for a creative intergenerational event
- Explore examples from a range of creative community projects and consider approaches to working with different artforms
- Reflect on the process and draw out learning

Who we are looking for:

Essential

- Experience facilitating workshops focusing on personal or professional development
- Experience supporting or coaching young people, or people early in their career
- Experience working with a wide range of people of different backgrounds
- Confidence in leading and motivating groups
- Ability to nurture a positive group dynamic
- Excellent communication skills, including an ability to explore creative ideas and themes with people with a range of knowledge, skills and experience in the arts
- Experience designing activities which support participants with a wide range of access needs
- Knowledge of creative community projects
- A dynamic and engaging presence
- A flexible and responsive approach

Desirable

- Experience managing or producing community arts projects
- Experience working with Magic Me's target groups of older (55+) or younger people (under 18); in particular older people living in care or extra care settings
- Tower Hamlets based
- Experience working across different artforms



Photo credit: Samia Meah



Fee

The facilitator will be paid at Magic Me's daily rate of **£252** per day. This is a total inclusive fee of **£2520**.

Commitment

This role is for **10 days** from **May – October 2022**. This time includes planning, 12 x half day sessions and 1 x full day event.

2022	Anticipated commitment
April	Meetings and planning with Magic Me team
May	2 x half day sessions
June	4 x half day sessions
July	4 x half day sessions
August	1 x event day
September	1 x half day session
October	1 x half day session

Sessions will take place in person, however it may be possible to deliver on zoom occasionally if needed.

This role is subject to an Enhanced DBS check and the post holder is expected to be aware of, and work within, Magic Me's policies for Safeguarding Children and Young People and Safeguarding Vulnerable Adults.

Application

Please send a **brief summary** (no more than 1 side A4) outlining your experience and suitability. If you prefer, you can also submit a **5 minute video**. Please include the following:

- Why you are interested in this opportunity
- Experience facilitating workshops, particularly with young people, or young adults
- Experience in supporting individuals and groups with their personal or professional development
- Experience building a group and developing a positive dynamic
- Background in, or knowledge of, community arts projects
- Evidence of your ability to communicate with people across a wide range of ages and backgrounds

We welcome and encourage applications from candidates from Asian, Black and other minoritised ethnic communities and from Deaf and disabled candidates.

*Our board and staff are actively working on a new **anti-racism strategy**. We believe by improving the diversity and Deaf and disabled people's inclusion within our organisation and our leadership, we will improve the quality of our work. We recognise that our current staff team does not reflect the culturally diverse communities we serve and are actively seeking to improve this.*



Deadline

Please send your application to Senior Project Manager, Catherine Connell, at catherineconnell@magicme.co.uk by **Thursday 14 April at 9am.**

Interviews will take place on **20 and 21 April**. These will take place in person at Magic Me's office in Bethnal Green.

This is a new role and we welcome questions or conversations before application.

Please contact Catherine if you would like an informal chat about the role or have any questions.

We encourage Deaf or disabled candidates to tell us about their access needs. This could be at any stage during the application process, or at any point once in post. This is so we can do our best to be inclusive of you and make any adjustments needed.

If you'd like to get in touch please contact:

Catherine Connell, Senior Project Manager
catherineconnell@magicme.co.uk
07517 890 506

About Magic Me

Since 1989 [Magic Me](http://www.magicme.co.uk) has delivered pioneering intergenerational arts projects. Based in Tower Hamlets, we bring younger and older people together for mutual benefit, learning and enjoyment through high-quality arts projects where people of different generations learn together and from one another. Young people aged 8+ and adults aged 60+ team up through shared, creative activity to create artworks and performances which challenge perceptions.





Magic Me's Core Principles

- **There is an intergenerational focus.** Young and older people come together as equal partners, with a common purpose. Projects draw out the diversity of experience, outlook, knowledge and lifestyle of people of different ages
- **Relationship building is conscious, not accidental.** Projects and activities are designed to enable young and older people to develop relationships in meaningful ways.
- **Creative and expressive arts activities are central to our work.** Making something together is a focus for meeting and an important outcome. Through arts activity we enable thinking, feeling, doing and reflecting.
- **Reflection is built into each project.** There is time for younger and older participants to think and talk about what's happening as projects develop. As much as possible, creativity is used to enable reflection to happen.
- **There is equality of access to arts activities.** Activities are designed to take account of the needs, abilities and confidence levels of culturally diverse groups of older and younger people, with a wide variety of life experience. The arts activities are designed to work better with both groups working together than they would have been with only the younger people or only the older people.

Magic Me is the UK's leading creator of intergenerational arts projects, an award winning charity based in Tower Hamlets. Visit us online www.magicme.co.uk



Artworks is funded by the **London Borough of Tower Hamlets**