

ACTIVITY ENGAGEMENT WORKER – CREATIVE WELLBEING

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Activity Engagement Worker – Creative Wellbeing
Salary:	Pro rata salary: £20,066.00 per annum. £25,082.51 per annum FTE (35 hours per week, Salary Scale 4.1).
Hours of Work:	28 hours per week (Monday to Thursday, 9:00am to 4:00pm. Occasional flexibility is required for staff cover and may include evening and weekend working.)
Location:	This role is based across two locations: The Walled Garden, Muirhall Road, Perth PH2 7BH, and Wisecraft, 10 Lower Mill Street, Blairgowrie, PH10 6NG.
Contract Type:	Permanent
Responsible to:	The Walled Garden & Wisecraft Service Managers
Responsible for:	No direct reports

Background

PKAVS is a diverse charity which supports the community of Perth & Kinross through a number of services in the areas of Carers, Mental Health & Wellbeing, Minority Communities and Community Engagement. Through its diverse activities, PKAVS supports over 5,000 local people every year, as well as supporting, promoting and developing Volunteering and the wider Voluntary and Community Sector in Perth & Kinross.

The Walled Garden and Wisecraft (PKAVS) support individuals aged 16 and over who are on their journey of recovery from mental health challenges. Operating across two community-based locations in Perth & Kinross, our service provides a welcoming environment focused on wellbeing and personal growth.

We offer a variety of meaningful activities designed to help clients achieve their individual goals through a recovery-oriented, outcomes-based approach. These activities include gardening, woodwork, creative wellbeing sessions, and café work.

The Role

The role of Activity Engagement Worker (Creative Wellbeing) is to promote holistic wellbeing and recovery while supporting an outward thinking approach to art, and what art represents by providing services across four subject areas: arts and crafts, creative writing, performance (dance and drama) and music.

What you'll be doing

You'll deliver a themed, structured programme of expressive workshops spanning across four areas of expressive art, to all clients within The Walled Garden and Wisecraft using a whole service approach. Working across both locations on a rotational basis, the post holder will work collaboratively with their counterpart to plan, develop and deliver each four week block. You'll encourage participation in

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external groups alongside in-house options and build great relationships with local communities and services.

As well as using art as a therapeutic medium, there will be an expectation for the creative wellbeing department to showcase their expressive art which may also be suitable for sale/performance. The engagement worker should be working alongside the ethos of client development and empowering people to move towards positive destinations within the field of the arts.

You'll work with and support volunteers to lead and develop activities inclusively.

Key Workstreams

- Focus on the promotion of recovery and wellbeing.
- Support client development through IROC/Talking Mats and personal support plans.
- Deliver, develop and facilitate workshops and creative opportunities. Workshops will be clearly scheduled and communicated to clients and volunteers.
- Be attentive towards clients' skills and future personal development, specifically within the field of arts.
- Have a focus on engaging young people into the creative wellbeing activity area to improve their mental wellbeing, confidence, skills development and widen opportunities available to them.
- Provide a wide range of development opportunities for clients including educational/creative outings.
- Key link worker providing support and supervision for nominated volunteer(s), student and work placements.
- Encourage clients to partake in the selection of workshops between both locations.

Duties and Responsibilities

- Provide flexible cover to support all areas of activity within the Service, as required.
- In the event of annual leave/absence –ensure the department is fully covered and organised.
- Adhere to and be responsible for the creative wellbeing programme of activities.
- Ensure clear communication to the wider team.
- Provide equal opportunities for clients across both locations.
- Embrace a 'positive destination' approach for clients who are interested in progressing within the field of arts.
- Provide appropriate levels of support to individuals/groups within the arts activity area.
- Keep up to date on current practice and policies according to new/existing legislation.
- Participate in fundraising events and develop grant applications.
- Manage and take responsibility for the maintenance, storage, sourcing and replacement of materials and equipment.
- Source the best variety and value of art supplies and manage the creative wellbeing allocated budget.

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- Use a wide range of communication methods to publicise, promote, and raise awareness of our Service and help to reduce stigma of mental health issues.
- Transport clients to and from activity venues if required.
- Attend relevant training, meetings and conferences as a representative of the Service.
- To have a good working relationship and effective communication with all Activity Engagement Workers.
- Liaise with voluntary, statutory and health agencies as appropriate to:
 - Identify and support vulnerable adults/youths.
 - Identify opportunities for collaborative working partnerships.
- Take part in Service planning days and contributing to Service development and policy guidance.

Recording & Monitoring

- Provide IROC/Talking Mats records to Service management team as required.
- Record feedback from stakeholders as appropriate.
- Submit quarterly returns, quality of life information and skills updates (clients).
- Monitor and record clients' attendance.
- Complete activity risk assessments.
- Maintain and communicate an up-to-date schedule of workshops.
- Adhere to all PKAVS Health and Safety policies and procedures.

Accountability

- Carry out the duties of the post within PKAVS policies and procedures.
- Participate in regular team meetings.
- Undertake any other duties necessary to further the aims and objectives of the Service.
- Access relevant training, meetings and conferences as agreed with management.

This job description is not an exhaustive list of tasks and the post-holder may be asked to undertake any other reasonable duties in connection with their post.

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Person Specification

	Essential	Desirable
A qualification relevant to at least two of the expressive art subject areas (Art, Performance, Music and/or Creative Expression).		✓
Experience of working with people. Comfortable and confident in empowering and tasking others.	✓	
Experience of working with/ the needs of adults / young adults experiencing mental health difficulties.		✓
Experience of working with volunteers.		✓
Good working knowledge and experience of work place Health and Safety Legislation.		✓
Able to work with an integrated approach with a strong focus on recovery.	✓	
Able to engage sensitively with people with mental health issues, promote equality and help reduce stigma.	✓	
Able to show resilience and self-motivation when faced with challenging situations.	✓	
Able to demonstrate excellent listening, verbal, organisational, time-management and written communication skills.	✓	
Able to use initiative, organise own workload and work unsupervised.	✓	
Able to develop new ideas with a creative, flexible and proactive approach.	✓	
Able to adopt a positive, flexible and inclusive outlook to working in more than one setting.	✓	
Able to work as part of a team and willing to learn from and support others.	✓	
Able to promote a positive wellbeing and healthy lifestyle culture.	✓	
Able to carry out work using Microsoft Office programmes, Outlook for email and accessing the Internet.	✓	
Able to work across sectors and services and build effective working relationships.	✓	
Have a keen interest and skills in creative activities e.g. music, arts/crafts, drama and creative writing.	✓	
Able to travel independently in the course of your work and have access to a car.		✓

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Additional Information

Employer:	The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd (a registered charity in Scotland SC 005561) PKAVS is an Equal Opportunities employer.
Location of Work:	The Walled Garden, Muirhall Road, Perth, PH2 7BH. This post will be based between the two service locations in Blairgowrie and Perth or other sites/services as required by the organisation.
Responsible To:	Walled Garden and Wisecraft Service Managers
Probation:	This position carries a 6-month probationary period.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references and an enhanced check through PVG (Protecting Vulnerable Groups).
Support and Supervision:	You'll receive regular support from the Service Managers.
Holidays	PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern. Upon appointment - 238 hours Equivalent to 34 days (28 days annual leave and 6 public holidays) After 2 years of continuous service - 252 hours Equivalent to 36 days (30 days annual leave and 6 public holidays) After 3 years of continuous service - 273 hours Equivalent to 39 days (33 days annual leave and 6 public holidays) The annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.



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PKAVS values everyone as an individual

We define diversity as valuing each person's uniqueness and what makes us who we are. We are committed to creating a great place to work where everyone feels valued and able to play to their strengths in the delivery of our charitable purpose.

We promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy, maternity, race, religion, or belief.