**JOB DESCRIPTION**

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| **POST:** | **Workshop Facilitator** | **DEPARTMENT:** | **External partner organisation** |
| **REPORTS TO:** | **External partner organisation** | **DIRECT REPORTS:** | **NA** |

**FEE:** £750

**LOCATION:** Hull

**CONTRACT TYPE:** Freelance fixed term contract (including evening and weekend working).

**PERIOD:** 5 days

**DATES:** September to December 2016

**PURPOSE:**

In 2017 the eyes of the world will be on Hull as it becomes UK City of Culture. Hull is only the second city to hold the title, the first in England. Hull UK City of Culture 2017 Ltd has been established to plan and deliver 365-days of transformative culture through a range of diverse events and projects.

After the Olympics and Paralympics, Commonwealth Games and the Tour de France in Yorkshire, this will be the biggest, most high profile event the UK will be staging over the next few years.

To deliver 365 days of transformative culture Hull 2017 is working with a wide range of artists and organisations and we are advertising this role on behalf of a partner organisation. The partner organisation is looking for a Workshop Facilitator to assist in the delivery of three workshops in Hull, during which creative content will be produced by participants in various forms with an overarching goal of “Reimagining Hull’.

The Workshop Facilitator will work closely with our partner organisation and their resident Artist and will be responsible for the practical set up of the workshops, including booking and liaising with the venues and preparing materials. They will also be responsible for facilitating the workshops and assist the Artist in with the delivery of creative sessions.

This project will not be public domain until Hull 2017 season launch on Thursday 22nd September 2016. A full project overview will be provided at interview stage.

**RESPONSIBILITIES**

* Assist with the set-up of workshop spaces and materials
* Check with workshop venues to ensure requirements for the workshop and participants are met
* Facilitate the workshops maintaining enthusiasm with participants and ensure timekeeping
* Assist the Artist with delivering the creative sessions with participants
* Ensure the care and safety of participants while attending the workshops
* Undertake other duties as reasonably requested

**PERSON SPECIFACTION**

* Knowledge and understanding of the context and characteristics of Hull and surrounding areas in terms of geographical, political, social and community landscapes
* Experience of using writing, drawing and/or photography as part of a creative practice
* Experience of working with people in creative contexts
* Experience working with young people and older people in a range of environments
* Strong interpersonal skills, an ability to inspire, and an enthusiasm for working with diverse groups
* Experience of safeguarding and child protection
* Experience of safeguarding and vulnerable adults protection

**HOW TO APPLY**

Please send the following to [recruitment@hull2017.co.uk](mailto:recruitment@hull2017.co.uk):

* Curriculum vitae
* Covering letter (no more than two sides of A4)
* Completed equal opportunities monitoring form

**ADDITIONAL INFORMATION**

**CLOSING DATE:**

**INTERVIEW DATES:**

**FURTHER INFORMATION:**

You will be required to complete a Disclosure and Barring Service clearance check for this role.

Our partner organization is an equal opportunities employer and welcomes applications from all sections of the community.