

# Shoreditch Trust

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## Shoreditch Trust Cultural Partnership Coordinator and Group Facilitator

**Managed by:** Practice Lead

**Reports to:** Practice Lead

**Salary:** £25,000 per annum (pro rata)

**Contract:** Fixed Term 12 months

**Probation:** Three months

**Hours:** 2 days per week, some evenings and weekends required

**Based at:** The role will be based across Shoreditch Trust sites as well as in partner sites and across Hackney Neighborhoods.

**Holiday:** 30 days + bank holidays + 4 personal development days (pro rata)

### Shoreditch Trust

Shoreditch Trust is working to create a future free from inequality. Our people-focused approach enables us to model our services around the needs of those we support, facilitating individual and community leadership and development and encouraging people to achieve their goals.

Shoreditch Trust has over 20 years' experience and specialist expertise in designing and implementing community-based health and wellbeing programmes.

We support communities in Hackney and neighbouring boroughs to improve their health and wellbeing, develop social networks, and build skills and opportunities for meaningful employment.

Our focus is on working with people who experience health, economic and social inequality, including women in pregnancy and early parenthood, young people not in education or work who are at risk, stroke survivors, socially isolated older people and those experiencing long term health and social issues.

Our core aims include:

- Promote localism: community-led solutions and place-based approaches.
- Promote empowerment of a diversity of people and groups: place and identity
- Promote partnership: commitment to long-term opportunities
- Promote participation: maximise potential and resource
- Promote prevention: reducing inequalities through early intervention
- Promote sustainable independence: commit to local community interests

### Shoreditch Trust Cultural Partnership Programme

Shoreditch Trust seek to explore a model of cultural empowerment and partnership that will support our client groups across all of our programmes. We want to move away from approaches based on notions of 'access' which presume an absence of cultural activity and interest in target communities.

Through its Cultural Partnership Programme, the Trust aims to serve the organisation's social justice objectives. In service of this mission, cultural engagement activities seek to:

- connect to communities using flexible, sympathetic and accessible pathways;

- validate cultural activity as a means of enrichment and self-expression;
- provide pathways for development and growth for both individuals and groups;
- to explore and animate the cultural potential of the Trust's programme;
- to enable dialogue, investigation and learning through cultural processes;
- to connect individuals, communities, networks, businesses and artists to the rich cultural , landscape of London;
- to develop cultural programmes that improve the wellbeing and quality of life of individuals and communities;
- to facilitate local artists and their practice;
- to build a strong local identity and sense of place through public events and activities.

### **Purpose of this post**

Shoreditch Trust is seeking to appoint a Cultural Coordinator and Group Facilitator to support the delivery of its Cultural Partnership programme. The Trust works with a number of cultural institutions and organisations including Studio Wayne McGregor, the Guildhall School of Music, University of the Arts London, Shoreditch Town Hall and Peer Gallery.

## Job Description

The work plan focuses on four main areas:

1. Coordinating cultural partnerships
2. Coordinating cultural programme and workshops across Shoreditch Trust programme areas
3. Planning and delivering community-based sessions and workshops
4. Reporting and monitoring outcomes of the cultural partnership programme

#### 1. Coordinating cultural partnerships:

- Liaising with the Trust's cultural partners to support delivery;
- Attend meetings and events;
- Outreach and promotion of ST work.

#### 2. Coordinating cultural activities:

- Preparing and delivering workshops and group sessions;
- Assisting Practice Leads to develop group sessions;
- Participating in debriefings and monthly team meetings;
- Following appropriate systems, such as the processing of data.

#### 3. Planning and delivering community-based sessions and workshops:

- Planning sessions with support of Practice Leads;
- Supporting and guiding clients through the workshops;
- Preparing the work space in order to deliver sessions;
- Ensuring the safety of participants in sessions;
- Implementing and following all health and safety and safety guidelines and preparing risk assessments;
- Complying with the Company handbook and policies;
- Implementing and following all risk assessments, health and safety guidelines in line with national standards;
- Undertake necessary and relevant training including supporting other Trust projects in order to develop skills;
- Undertaking regular Safeguarding and Contextual Safeguarding training.

#### 4. Reporting and monitoring:

- Collecting relevant monitoring data in line with the needs of the session and associated project, and inputting in to a database, following Shoreditch Trust's policy on GDPR.

## **Job Requirements**

In order to be responsive to the community and to be able to support Shoreditch Trust activities, you will need to be flexible, working some evenings and weekends. Hours will be agreed on a mutually beneficial basis in line with planned activities.

## **Person Specifications**

You should have an undergraduate degree or a professional equivalent qualification, and relevant experience, facilitating groups and one to one teaching. You must be able to demonstrate experience of working in a similar or relevant role, and an awareness and appreciation of the need for high levels of customer care and support.

### **Essential**

- Facilitating groups in a culturally diverse area
- Teaching in a group setting or on a one-to-one basis
- Leading and facilitating workshops with individuals from diverse backgrounds
- A valid Disclosure and Barring Service check dated within the last 12 months
- Able to be flexible and adaptable in potentially complex or challenging situations.
- Knowledge of cultural partners in Hackney and a willingness to engage with partners across London and develop an excellent partnership framework

### **Desirable**

- Experience working with schools, youth groups, community organisations, vulnerable adults and people with disabilities
- Flexible and patient facilitator that can adapt to different learning abilities, environments and conditions
- Excellent group management skills
- Skilled communicator, able to inspire, include and train individuals and small groups
- Good team worker and prepared to be flexible to ensure successful delivery of projects
- Good attention to detail and excellent time-keeping
- IT literate with a strong knowledge of Microsoft Office including all packages.

## **Shoreditch Trust Values**

Our Values guide everything we do with clients, colleagues, partners & commissioners:

**Equality:** we believe that everyone has the right to lead healthy and fulfilling lives. We support people to recognise opportunities and overcome obstacles to realise their potential.

**Connection:** bringing people together is at the heart of what we do, forging strong and trusting relationships to enrich our work and the lives of our clients.

**Compassion:** we believe everyone should be treated with kindness and respect, and recognise that honest and challenging conversations can be as important as encouragement.

**Independence:** we promote independence, enabling people to make informed decisions and take ownership of their own development.

**Flexibility:** we strive to respond flexibly and intelligently to people's needs, understanding that there is no 'one-size-fits-all' when it comes to real lives.

## **Anti Racism**

At Shoreditch Trust we realise that systemic racism is an issue that affects us all; we recognise the many ways that racism undermines the health and opportunities of people who are affected; we respond in every way we can to repair the harms that racism causes; and we resist any policies or ways of behaving on our part that may be racist.

## **Equal Opportunities**

Shoreditch Trust is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Through its aims as a charity, Shoreditch Trust recognises that the communities we work with have endured long-term deprivation and under investment. It also

recognises the incredible potential of those communities and individuals. We are committed to challenging and changing this situation and to contributing to the creation of a fair, equitable and accessible society.

Shoreditch Trust is committed to creating a diverse and inclusive organisation - a place where we all can be ourselves and reach our full potential at work. We offer a range of staff support programmes, including 4 development days, extensive training opportunities and wellbeing policy and initiatives. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

### **Safeguarding statement**

Shoreditch Trust works with children, vulnerable young people and adults at-risk in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of race, disability, gender, age, sexual orientation, religion and belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. Our policy extends to the treatment of all our service users, partners, volunteers, visitors and employees of Shoreditch Trust. The Trust abides by the legislation in place for safeguarding and takes into account best practice in child and adults at-risk safeguarding.

### **Safer Recruitment**

Shoreditch Trust places the utmost importance on the welfare and wellbeing of its clients. The selection process will assess the candidate's suitability for the role and explore any gaps or anomalies in the application process. Confirmation of the post is subject to a minimum of two satisfactory references; where eligible, a satisfactory outcome of the DBS check. This is in addition to the necessary information to attend an interview: Proof of identity and proof of the right to work in the UK.

*This job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.*