

Creative Mentor and Workshop Leader

Contract Brief:

1. To design, deliver and evaluate individual mentoring, coaching and/or collective workshop sessions for BAME women to:
 - recognise their own current skills and capabilities that may be transferred to enterprise/employment situations;
 - sign-post and support them to initiate or navigate a fulfilling career pathway that meets their needs and aspirations;
 - support them in up-dating and/or developing specific relevant skills and capabilities through creative activities;
 - support them into enterprise, employment, education, training or job searching;
2. Build positive relationships with groups of BAME women who are currently unemployed or economically inactive to raise awareness about opportunities to recognise and develop their own skills and capabilities to engage in fulfilling careers, self-employment, education and training.
3. Promote an environment that safeguards and protects vulnerable adults and children and when necessary take responsibility for ensuring the appropriate procedures are followed.
4. Support the development of sustainable peer-led activities and networks to provide women with long-term support within the community, including through peer mentoring.
5. Empower women to lead on the development of peer-led activities providing them with opportunities that will build on their strengths and resources
6. Maintain clear and accurate records and produce written and verbal reports as required ensuring that all personal data is handled in a confidential and sensitive manner in line with the data protection procedures of Collage Arts.
7. Deliver required input for management and administration duties to be carried out as required, working closely with the Project Administrator.
8. Manage workload and plan time effectively.
9. Ensure that the policies and procedures of Collage Arts are followed, and that the service is always delivered in accordance with professional standards, policy and practice and the relevant statutory frameworks.
10. Work flexibly and respond positively to changing service needs and carry out any other duties within the scope of the post as directed by the Collage Arts Women's Outreach Worker and/or senior management team.
11. Deliver the Collage Arts commitment to equality of opportunity through actively promoting equality and diversity in the work place and in the services delivered.
12. Ensure that the needs of all women are met, sensitive to gender, race, disability, creed, belief and sexual orientation. Celebrate diversity and challenge stereotyping, prejudice and unlawful discrimination in the delivery of the service.
13. Take responsibility for ensuring the safety of yourself and all users and their children, if relevant, through ensuring full compliance with Collage Art's Health and Safety policies and practice and effectively identifying, assessing and managing any risk whilst working in different locations in North-East London.

Person Specifications

We are looking for someone who is:

- Self-sufficient, assertive and who possesses excellent communication and interpersonal skills combined with the empathy and sensitivity to build and develop supportive relationships with BAME women.
- Able to deliver high quality training, learning facilitation and/or mentoring whilst maintaining professional boundaries and adhering fully to safeguarding policies and procedures, as required.
- Committed to values of empowerment and equality and able to work in a positive and gender-informed way.
- Experienced in engaging people in personal and professional development in one-to-one mentoring, coaching or group workshops and collective activities.
- Able to use engagement skills, professional knowledge and a person-centred approach to ensure women's needs are met and make a real difference to their lives.
- Able to deliver group work to BAME women using socio-educative approaches and focus groups to create a space for them to share their views and wishes about what they and others need from the service.
- Efficient and effective at managing own workload, multi-tasking, setting priorities to meet targets and produce deliverables to requirements.
- Flexible and responsive to changing priorities or circumstances.
- Able to record, monitor and share relevant data appropriately and subject to Collage Arts policy on data protection.
- Able to produce documents, social media and verbal input as required by the project stakeholders.
- Fully committed to the principles of Equality and Diversity as required by UK law and as stated by the Trustees Board of Collage Arts (see Collage Arts Equality and Diversity Policy).