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**Job Description**

**WORKSHOP ASSISTANT – COMMUNITY & YOUNG PEOPLE**

**About us**

Britten Pears Arts delivers programmes in the community and with young people aimed at supporting wellbeing, creating positive connections, and developing musical skills of talented young musicians. This includes but is not limited to:

* **Group A -** a vocal group run by Snape Maltings for young people aged 8-18 in Ipswich and Lowestoft. We provide year-round opportunities for the vocal groups to work with a variety of professional musicians and work towards performance opportunities across East Anglia and further afield. Group A takes place at various times throughout the year and at multiple venues, mostly in Ipswich or Lowestoft.
* **Aldeburgh Young Musicians -** a progressive artist development programme for musicians aged 10-18, based at Snape Maltings Concert Hall. Part of the national network of Centres for Advanced Training, Aldeburgh Young Musicians facilitates the musical development of over 50 passionate young people, unlocking their potential through a range of inspirational and immersive residential courses and additional activities.
* **Mini Music Makers -** a Friday morning sessions of fun music and play activities for 0-5 year olds and their families that usually takes place at The Red House, Aldeburgh. These sessions, which include singing and creative play, are great for the little ones to learn social skills, turn taking, sharing and following instructions.
* **Work with older people -** inclusive, creative music and heritage workshops which bring together people from across the community in a supportive and friendly environment. These sessions aiming to reduce isolation, including with those living with long term health conditions such as Dementia or Parkinsons.

These activities take place at Snape Maltings, The Red House and in community settings across East Suffolk (mostly in Lowestoft and Ipswich).

**Role description**

Workshop Assistants support our programmes in the community and with young people on a flexible, freelance basis. Because our work is based across East Suffolk, we seek people based across the region – particularly those living in Lowestoft, Ipswich, or around the Snape/Aldeburgh area.

The purpose of this role is to:

* oversee and be responsible for the pastoral care (including health, comfort, kind treatment and moral welfare) of project participants
* ensure the safety and security of all project participants during project activities
* assist with setting up and packing down of rehearsals (moving equipment, cleaning spaces)
* assist with signing young people in and out of activity, ensuring the young people are arriving to and leaving from activities safely
* take an active part in sessions and performances, taking part in the activities with the participants and assisting with learning when required
* occasionally act as travel chaperone for young people to and from project activity – on transport supplied by Britten Pears Arts (coaches or taxis) or by foot
* act as role models for the participants, building and maintaining positive relationships with those taking parts and the people that surround them, such as parents/guardians, carers, teachers, care staff, prison staff
* be the responsible adult in case of emergency, providing First Aid if needed
* support with delivery of evaluation and accreditation activity as necessary
* act as ambassador for the projects, helping spread the word when appropriate.

As part of this role, we expect workshop assistants to actively contribute to the activities taking place, i.e. taking part in musical activities (predominantly singing) alongside participants during rehearsals. We do not expect you to have any musical experience, but you must have a willingness to take part, setting a good and encouraging example for participants.

The timings for sessions and projects vary and are flexible throughout the year. Most of our work with young people takes place afterschool (e.g. 4pm – 6pm), at weekends or during summer holidays. Our work with older people and families takes place during daytimes.

A member of the Britten Pears Arts staff will be present at all activity. Workshop assistants will not be expected to attend or support activity without a member of this team, except when supporting participants with travel to and from sessions, in which case there will always be more than one Workshop Assistant.

All successful applicants will be required to comply with Snape Maltings’ Enhanced DBS check regulations. Safeguarding, First Aid and musical training will be provided. Additional training opportunities (i.e. Arts Award, Leadership) may be available depending on interests of the applicants and necessities of project activity.

**Pay**

The rate of pay is offered dependent on the length of the session:

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| Up to 3 hours (i.e. after-school rehearsals)  | £30  |
| Up to 6 hours (i.e. half-day sessions) | £60  |
| Up to 10 hours (i.e. full-day sessions) | £100  |
| 10+ hours  | Rare – negotiated as required  |

  **Person Specification – Workshop Assistant**

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| **Criterion** | **Essential** | **Desirable** |
| Experience  | * Experience working with young people and/or vulnerable adults
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| Skills/Knowledge    | * Responsive and proactive about ensuring the safety of young people
* Good listener
* Comfortable building positive relationships with young people and vulnerable adults
* Sensitive/aware/compassionate towards the challenges some of our young people are facing
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| Ability/Aptitude    | * Strong commitment to safeguarding
* A commitment to the values of equality and diversity
* Empathetic
* Able to communicate clearly and confidently
* Able to juggle a variety of tasks calmly and efficiently
* Able to make decisions in potentially stressful circumstances
* Has personal resilience and the ability to cope with emotive situations and circumstances
* Organised and self-motivated
* Keeps perspective – has a good sense of humour and works well within a small team
* Comfortable taking part in musical activity alongside groups of young people
* Ability to carry (heavy) musical equipment
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| Special Requirements    | * Work flexible hours
* Comply with Snape Maltings’ Enhanced DBS Check regulations
* Ability to provide own transport to rehearsal locations in Ipswich and/or Lowestoft
 | Lives within Ipswich, Lowestoft, or near to Snape/Aldeburgh  |

For an informal chat about this role please contact Callum Given, Head of Community; cgiven@brittenpearsarts.org

The successful applicant will be subject to a DBS check and must adhere to our Safeguarding Policy (<https://snapemaltings.co.uk/safeguarding-policy/>)