

Job description and person specification

Creative Studio Lead



camphill
village
trust

Botton Village Community
Danby, Whitby, YO21 2NJ

Job title: Creative Studio Lead

Location: Botton Village, Danby, Whitby, YO21 2NJ

Purpose: To lead a team in providing a wide range of woodland and natural craft activities, to interest, engage and develop skills for the People We Support.

Salary: £23,628.15 per year (pro rata).

Hours: 37.5 hours per week, Monday to Friday (occasional weekend work required).

Are you a creative person?

Would you enjoy teaching the People We Support new skills?

We have an opening for you to join us as a Creative Studio Lead at our beautiful Botton Village Community, in the heart of the North Yorkshire Moors. If the following appeals, we'd love to hear from you.

- You will have a keen interest in woodland and craft activities.
- You will plan, prepare and deliver a programme of activities and crafts, which is inclusive of individual goals and measured outcomes for the people we support.
- You will be able to support, motivate and inspire others to try new tasks or activities.
- You will be able to adapt your working style and level of support to an individual's needs or wishes.



Who are we looking for?

- You'll be self-motivated, dynamic, and able to work with a high level of autonomy and without close supervision.
- Naturally well organised with a proven ability to manage own time and workload.
- The ability to lead and work effectively as a member of a small team.
- You will have a full, valid, UK driving license with no more than 3 points.
- You will ideally have a few years of previous experience of working within a social care or educational setting supporting adults with learning disabilities.
- You will be approachable with excellent listening skills, tact, and the ability to offer support and encouragement in a non-judgmental manner.
- Good level of IT skills including proficiency in Outlook, Word, Excel, and Power Point.

What are the main responsibilities of this role?

1. Working under the direction of the Green Care Opportunities Manager, ensure meaningful work opportunities within the studio are provided to people we support and, where appropriate, support the obtaining of accredited qualifications and learning, development and progression, and the promotion of the studio to other people outside of the community seeking green care opportunities, work, and training opportunities.
2. Ensure that all people we support have risk and needs assessments and support plans and that participants meaningfully contribute to activities and have the opportunity to experience variety and progression.
3. Ensure the studio operates in accordance with the charity's ethos.
4. Planning schedules and activities, promoting any products that are produced and plan for the studio's development accordingly.
5. Ensure local volunteers and employees who work within the workshop are inducted, trained, developed, supervised and directed on a day-to-day basis, receive regular formal supervision and annual reviews (and any employees are fairly and safely recruited) and are effectively supported in their work.
6. To assist with the planning, preparation, and delivery of a structured programme of woodland and craft activities, which are inclusive of individual goals and support needs. To review the progress and development of each individual, recognising achievements and identifying new goals and objectives.
7. To ensure all team members work in accordance with policy, procedures, practices, and controls. To ensure that the correct and appropriate lines of communication are followed in relation to recording and reporting, having particular regard for Camphill Village Trust's health and safety requirements.
8. To undertake other such tasks as required individually, or with others to develop and maintain the high quality of service required to fulfil the vision of the studio, including for example by actively participating in meetings and in relevant training and organising the studio to support community events.
9. To keep all appropriate records and information in an orderly manner and on a timely basis. To provide any information and documentation required and prepare regular reports on the studio activities to help ensure there is accurate and timely information available about the provision.



All our employees require a DBS criminal record check. We will do this for you.

We reserve the right to close this advert early if we receive a sufficient number of applications.

Camphill Village Trust is an equal opportunities employer.



About the charity

Camphill Village Trust is an award-winning national charity supporting adults with learning and other disabilities. We provide housing, care and support, and day opportunities across our nine communities in England. We enable people to lead safe, healthy, happy lives and to be active citizens.

Our vision

To see more people with learning and other disabilities lead a life of opportunity

Our mission

To empower the people we support to lead more connected and fulfilled lives and make informed life choices

