

## Support Worker Recruitment Pack



## Deadline Friday 8 December 2023

We will accept applications from now and throughout the period up to and including the date of the deadline. Successful candidates will be contacted to attend a short Zoom interview within 3 working days of a submitted application.

## About TIN Arts

TIN Arts seeks to create a world in which **everybody** has access to the arts. We hope to achieve this by removing barriers and increasing access to high quality dance and performing arts - this is our mission.

Co-founders Tess Chaytor and Martin Wilson started TIN Arts in 1999 and still lead the charity today as its two directors. Tess is the Artistic Director and drives the artistic vision of the company. Martin is the Executive Director and leads the strategic, organisational development.

Since 1999, TIN Arts has nurtured and developed a community of people of all ages, backgrounds and abilities brought together by **dance**.

The opportunity to express yourself is a universal human right and dance is a universal language. We develop high-quality dance opportunities for all which support social change and place the arts at the centre of people's lives.

We nurture and develop talents of people of all ages, backgrounds and abilities. Our focus is to ensure that people with a learning disability or who are autistic are included and can progress within dance as performers, makers and leaders.

Our activities take place at the TIN Arts Dance Space in Durham city and across the North of England in schools, communities, theatres, cultural venues and outdoor spaces.

TIN Arts are currently part of Arts Council England's National Portfolio of organisations (NPOs) and one of few inclusive dance NPOs nationally. We enjoy strong relationships with local authorities, clinical commissioning groups, local and national charities as well as being active partners within many networks and forums that shape and inform the cultural offer across the North-East of England.







## **Delivery Support Workers**

TIN Arts seeks highly motivated individuals who are flexible, committed and hard working to work as Delivery Support Workers in various roles to support dance activities at the TIN Arts' Dance Space in Framwellgate Moor, Durham.

TIN Arts' Delivery Support Workers are responsible for delivering a sensitive and efficient support service to participants who attend our activities. They have a positive approach and understanding of person-centred care for people with a learning disability or who are autistic.

Support Workers work alongside dance and arts practitioners as part of a team, supporting delivery of excellent, inclusive arts activities for people of all ages, backgrounds and abilities.

Please note: the role is subject to an Enhanced Disclosure and Barring Service (DBS) check.

**Job Title:** Delivery Support Workers

**Location:** The role holders will be based at TIN Arts' Dance Space in Durham (DH1 5BL).

**Employment Status:** Part-time PAYE permanent contracts, with 3-month probationary periods. Roles available:

1. Fixed hours of between 7-21 hours (1 to 3 days) per week.
2. Occasional hours per week to support project work.
3. For the right candidate, there is an additional role available to administrate/coordinate care plans and participant support paperwork. Equates to 7 hours per week.

Support Workers are only required when activity is taking place which is up to 39 weeks per year.

Post-holders must have the right to work in the UK.

**Salary:** Prorate of £20.2k to £21.7k per year, depending upon experience and qualifications.

**Holidays:** Prorate of 20 days paid holiday plus statutory public holidays per year.

**Pension:** TIN Arts has a defined contribution workplace pension scheme with The National Employment Savings Trust (NEST), in line with the Pensions Act 2008.





## Key responsibilities

- To be the principal lead in providing support and personal care for participants attending TIN Arts' GeTIN2Dance activities, a range of arts training programmes for people aged 18 or over with a learning disability or who are autistic.
- To be the first point of contact for participants arriving at a GeTIN2Dance activity and to ensure participants depart our activity safely and with the appropriate person/s.
- To keep a register of participants present at a GeTIN2Dance day and to make enquiries to determine the whereabouts of anybody absent where no prior notification has been given.
- To provide personal care for participants as required.
- To lead the administration of medication where required.
- To coordinate and undertake light housekeeping duties as required to keep any TIN Arts spaces clean and suitable for creative arts activity (for example clearing up after lunch, ensuring the activity venue is kept tidy).

## General responsibilities (common to all posts at TIN Arts)

- Maintain quality in execution and presentation of your work both internally and externally and always promote the activities of TIN Arts positively
- Work with existing and new information, communication technology and administrative systems, contributing to the development of these as appropriate
- Participate in the organisation's staff development and appraisal activities
- Undertake your work with regards to the organisation's Health and Safety Policies
- Carry out your duties with an understanding of and commitment to the organisation's Equal Opportunities Policy and Access, Equity and Inclusion strategies
- Undertake other duties as reasonably requested to achieve the purpose and aims of both this post and the organisation generally
- To attend relevant meetings or conferences
- To participate in marketing and publicity events to promote activities, including photo opportunities and media interviews





# Person Specification

## *Essential experience and skills*

- Experience of working in a care environment, whether in paid employment, voluntary work or informally
- A minimum NVQ Level 3 in Health and Social Care or equivalent experience.
- The relevant training to administer medication for diabetes, epilepsy and anaphylaxis is essential.
- The relevant training to support an individual who is peg-fed is essential.
- Ability to work as a part of team.
- Effective interpersonal, communication and relationship building skills.
- Commitment and passion to provide high quality care.
- Willingness to undertake further training as required.
- Reliable, patient, flexible, self-confident, sensitive and dedicated.
- Due to the nature of the role, clear verbal communication skills are essential.

## *Desirable experience and skills*

- Full UK driving licence and access to a vehicle.
- Understanding of current policy around inclusion and participation.



## To apply for this role – Deadline Friday 8 December 2023

We will accept applications from now and throughout the period up to and including the date of the deadline.

Candidates will be contacted within 3 working days of submitting an application. If candidates are shortlisted, they will be invited to attend a short, Zoom interview.

Candidates can apply for the role in 4 different ways:

1. You can complete the online form: <https://form.jotform.com/233163621217044>
2. If you prefer to complete the form offline, email [finance@tinarts.co.uk](mailto:finance@tinarts.co.uk) with this request.
3. By sending a C.V. and accompanying cover letter answering the questions issued.
4. By submitting a video or sound recording of up to no more than ten minutes duration in response to the questions issued (MP3/MP4 and sent to TIN Arts using We Transfer).

Refer to the **Appendix** for the list of questions / information to be completed.

If you would like to arrange a confidential, informal conversation about this opportunity with no obligation, please contact Claire Defty on 0300 124 0448.

TIN Arts is committed to working inclusively, and we strive to be an inclusive organisation. We recognise the positive values of diversity, promote equality and challenge all forms of discrimination. We actively welcome and encourage people of all backgrounds to apply for this role. We particularly welcome applications from people who identify as D/deaf, disabled and/or neurodivergent people, people of Global Majority Black heritage and people of South, East and South-East Asian heritage and people who are ethnically diverse and/or with lived experience of racism, ableism, sexism or genderism, or who experience socio-economic disadvantage.

This pack is available in other formats - please email [finance@tinarts.co.uk](mailto:finance@tinarts.co.uk) or phone 0300 1240448 for further information.



# Appendix

**Information** required on the application form:

- Your contact details (name/address/phone number/email address).
- Your preferred pronoun
- If you have a full clean driving licence or not.
- Previous employment (employer/post/dates from & to/salary/brief outline of duties/reason for leaving/notice period).
- Education, professional or vocational qualifications or training (dates/organisation/qualifications).
- Referee details for 2 referees (name/email address/phone number/years known/relationship). One referee **MUST** be your current or most recent employer.

**Questions** to complete on the application form:

- Explain your interest in the role and the reasons for applying.
- Explain how your knowledge, skills, experience and personal attributes meet the criteria for the role.
- Details of access requirements (if applicable).



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