



## JOB DESCRIPTION: Creative Co-ordinator, Sussex

Inkpots Writing Workshops run after school clubs, holiday workshops, literacy projects and workshops within school. This new role involves running after school clubs, inspiring children and young people to express themselves in words and pictures in a fun, welcoming environment.

Responsible to: Managing Director/Founder.

Location: after school clubs in Burgess Hill and Haywards Heath

Salary: £15 an hour, five hours per week initially during term time. (Two afternoons - probably Tuesdays and Wednesdays 3pm – 4.30pm – plus some mutually convenient contact time and preparation time.)

### ROLE AND RESPONSIBILITIES:

This is an exciting opportunity for a creative, enthusiastic and positive person to run two Inkpots after school clubs, as well as working directly with the founder of Inkpots to help develop future activities. Inkpots is a rapidly developing business and there will be scope for more responsibility and additional hours for the right candidate, in the future.

As Creative Co-ordinator, you will be expected to:

- Run club(s) in accordance with Inkpots' guidelines. Ensure that children's creativity is nurtured, and their wellbeing is maintained.
- Develop good working relationships with school staff and parents.
- Contribute to termly planning sessions and the overall creative development of Inkpots.
- Perform some basic admin tasks to ensure smooth running of the clubs.

While your main role will be to run your clubs, because Inkpots is a small business, you may be asked to help with tasks that fall outside your primary remit listed above. This may

include helping out with social media, supporting development plans and liaising with authors, amongst other things.

#### PERSON SPECIFICATION:

The ideal candidate will have:

- Experience of working with children and young people and a commitment to the importance of creativity in the development of children and young people.
- Excellent written English skills and be able to communicate openly with a range of people. It would also be beneficial if you enjoy writing/drawing/painting, and understand the creative process.
- A lot of common sense for running after school sessions and the ability to remain calm if a child gets upset or angry is essential.
- Good organisational skills and be excellent at time-keeping.
- A level English or above/ proven passion for the English language through professional experience.

In addition, all staff are required to:

- Act at all times within the company rules, policies, procedures, and any other statutory requirements.
- Undertake additional training as required.
- Attend team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of children, colleagues, customers and visitors.
- Observe any additional safeguarding and health and safety procedures in place at any of the schools at which Inkpots runs after school clubs.
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met.