****

**Job Description**

**Creative Projects Facilitator**

Salary: £22,500 pro rata

Working 22.5 hours a week (0.6 of full-time salary - equivalent to £13,500)

Fixed term to end March 2024

Reporting to: Artistic and Business Director

**About People Speak Up**

People Speak Up (PSU) is a social, arts, health, mental-health, and well-being community organisation that connects people and creates healthier and resilient communities through storytelling, spoken word, creative writing, volunteering, training, and participatory arts.

We are a registered charity (1193117) based at the Ffwrnes Fach, Llanelli’s Arts, Health and Well-being Hub in Llanelli town centre and working across South Wales.

We are funded by the Arts Council of Wales, trusts and foundations and through commissions by health boards and local authorities.

People Speak Up was founded by Artistic and Business Director Eleanor Shaw in 2017 and is growing rapidly so we are expanding the facilitation team with the introduction of this new position for a fixed term in line with our confirmed funding.

Read about PSU and our current projects [www.peoplespeakup.co.uk](http://www.peoplespeakup.co.uk)

Watch a short video about who we are and what we do <https://bit.ly/AboutPSU>

**The role**

You will be one of a team of six facilitators working with a large network of freelance artists and volunteers to create and deliver arts, health and well-being workshops.

You will be asked to co-create and co-facilitate events, conversations and workshops.

This may include doing research, sourcing and purchasing resources, organising and attending training sessions and representing PSU at meetings.

You will be working at the Ffwrnes Fach and in community spaces and people’s homes across Southwest Wales.

You will be working 22.5 hours a week. Days and times will vary depending on the programme of activities, but we always aim to give you two consecutive days a week off wherever possible.

We understand you may have another job or regular commitment and we will do our best to accommodate this, with notice, when we plan the rota.

You will be working with people of all ages, backgrounds and abilities including young people and vulnerable adults. Receipt of a clear DBS check is essential and safeguarding training will be carried out as part of the induction.

We are striving to become a bilingual company and support the Welsh Government’s target of a million Welsh speakers by 2050. Ability to speak basic Welsh would be desirable, if you are a fluent Welsh speaker able to deliver workshops in Welsh and English, even better.

The staff team share the responsibility of the promotion of PSU activities and opportunities by capturing photographs and feedback from participants and sharing them and promotion of future events to our social media platforms.

**About you**

You will be passionate about arts and health and working with the local community.

You will have at least 1 year of experience in the design and delivery of community arts projects.

We work primarily through storytelling so knowledge in this area is desirable, and interest is essential.

The ability to plan well, be organised, work well independently and well with others is essential.

You will be able to understand and speak basic Welsh and be actively engaged in improving your Welsh.

You are able to work flexible hours and days.

The ability to drive and have access to your own transport is essential

You have an open and friendly demeaner, can read the room and respond to people in an appropriate way.

You are supportive and encouraging of your colleagues as well as the participants and would like to be part of the PSU family.

**To apply**

Please send your CV and covering letter explaining how you meet the specifications of the role to Eleanor Shaw eshaw@peoplespeakup.co.uk

Alternatively, you can send your CV along with a video instead of a covering letter. The video should be no more than 5 minutes long. Please send a dropbox or Wetransfer link instead of emailing a large video file.

Applications can be submitted in English or Welsh

Deadline for applications: 9/10/2023 10AM

Interview date:11/10/2023