



## **Job description**

**Job Title:** Personal Development Facilitator – Creativity and Care

**Responsible to:** Creative Learning and Programme Manager

Moniack Mhor is a registered charity, financed through a variety of different sources, principally through Regular Funding from Creative Scotland. The aims of Moniack Mhor are:

- To develop new literary talent and further the skills of writers, fostering the creation of new literature.
- To inspire people of all ages and backgrounds to reach their full potential by developing confidence in writing ability and encouraging creative expression.
- To provide high quality creative writing learning experiences in a supportive, unique and inspirational setting.
- To place environmental sustainability, landscape and cultural preservation at the heart of our work.
- To embed equality as an overarching theme and to remove barriers to the writing process.
- To work in partnership to create and support a dynamic literary culture in the Highlands and Islands and beyond.
- To raise the identity of literature created in Scotland locally, nationally and internationally.

### **Creativity and Care programme**

Creativity and Care is a three-year programme, legacy funded by the Life Changes Trust. It offers creative and other development opportunities for young care experienced people in Scotland aged 14 – 26. Led by Moniack Mhor Writers' Centre, the programme will also involve three key partners: the Calman Trust, the Abriachan Forest Trust, and The Articulate Cultural Trust based in Glasgow. Between organisations, the project will build a physical and online hub for creative learning in the Highlands and nationally, providing a safe, nurturing, and equal space for creative and personal development of young care experienced people.

Each organization will focus on its specialism, but Moniack Mhor will manage the overarching programme, being the conduit for showcasing creative work. Being led by an Advisory Board of young people, we will work with individuals to help them to identify what their needs and aspirations are, and then we can focus on **creative**

**development** (for instance, creative writing in all forms, film-making, crafts, drama, photography). The Calman Trust will focus on **personal development** (using informal cookery classes and participation with others in a real working team to enhance young people's self-belief, understanding of consequences, and ability to make and communicate personal choices). The Abriachan Forest Trust will focus on **outdoor learning** (learning to care for the environment and themselves through the forest school, and developing outdoor skills). Articulate will lead on digital skills development, and partner on provision of physical spaces for activity within the central belt. Where a young person identifies an aspiration that cannot be directly delivered by one of the key partner organisations, we will support them with seamless engagement from another provider.

The project will be underpinned by the following ethos:

- Handing over the power to young people so that they can meaningfully create their own stories and futures.
- The power of the collective voice: challenging stigma and creating safe spaces for the quieter voices to feel confident in sharing their views.
- The opportunity for young people to engage in high quality creative and personal development opportunities.
- The opportunity to celebrate place (potentially reconnecting with the positive elements surrounding place) and wild spaces. The programme will seek to explore rurality, and also urban spaces, exploring exchange opportunities with national partners.

The programme will have the following structure:

- **One-to-one personal development:** Project staff working across partner organisations will meet with any young person interested in engaging with us, to support them through their learning journey. This strand will include working with schools and statutory agencies to identify "hard to reach" young people; for example, those under compulsory measures of supervision at home.
- **Steering Committee/Advisory Group:** This group (approximately 10 young people throughout Scotland) will have oversight responsibilities, decision-making powers and will be the key driver of the direction of the programme. We will run an open recruitment process, aiming to recruit a committee of 10 young people who will all be paid appropriately for their time and energy. The group will co-design taster activities alongside Moniack Mhor Writers' Centre and take a leading role in consulting with young people in terms of their collective creative interests. The group will take a role in designing evaluation processes and have responsibility to ensure that partner evaluations of projects and the overarching programme are at an appropriate level and accessible.
- **Creative and outdoor learning taster sessions:** A series of creative workshops and outdoor activities across Scotland to show the range of opportunities available and to build confidence. This element will be delivered on a residential basis or by outreach work nationally. All activity falling under this strand will be co-designed with our Advisory Board, and we hope that it will act as an access point for the programme. We are very flexible and will deliver learning in any creative or other learning activity that feels appropriate to the young people.

- **Informal learning and work experience:** Opportunities for collaborative participation, work experience and potential employment within the key partner organisations or our extended partner network.
- **Individual Grants/Discretionary Fund:** The programme will include a sizable grants fund for young people to spend on their learning. It will also act as a discretionary fund; for instance, it might cover staffing costs or equipment costs for a young person to work with staff at the Forest School, or it might cover costs for a young person to work online with Articulate. This element of the programme will be designed and overseen by the advisory group. They will agree the criteria to be met by applicants for discretionary funding and the processes for decision making, and the group will have a lead role in evaluating applications from individuals and groups for direct funding from this strand. The group will also have a lead role in decision making relating to proposals for expenditure to come directly from the discretionary fund that relate to activities proposed by any partner.
- **Social events and showcases:** A fun programme of activity (including virtual) providing opportunities for young people to get together, whether to see a film, drink coffee or anything in between.
- **Digital activity:** Working in a digital medium will also be offered, in order to maximise continuity, provide creative learning opportunities and to further tackle issues surrounding access. Much of this element will be led by Articulate.

The aims of the project are as follows -

- The project will aim to work at micro level, supporting individuals to develop their skills, and at a macro level, by challenging the narrative surrounding care experience.
- We will endeavour to develop a safe space, whether it's a rural space at Moniack Mhor, through Articulate in the city or online, which creates a sense of ownership for the young people that we support. Through provision of this space, we will nurture young people to make their best creative work.
- We will collectively create new high-quality artwork and showcase this so that we can expose other young people, the public and professionals to the wealth of talent that exists within young people with lived experience.
- Through close partner working, we will aim to support young people to engage who may experience complex barriers to the creative process and to work with young people who otherwise may be silenced.
- We hope to ensure that every young person that engages with the programme is the owner of their plans at all times, grows in confidence, reflects on their learning, and plans their next steps.
- We aim to connect young people living all over Scotland, both in a physical and a digital space.
- We hope we will support young people to challenge their perceptions of self and feel confident to take the reins for their own development, whether that is in a creative artform or by enhancing young people's preparedness for independent living and employment. We will nurture all elements that lead to positive pathways.
- We will aim to collectively support contact between siblings.

- We will aim to enhance our organisations' inclusive practice through co-design, learning from the young people that we work with, learning from the Advisory Group, through collaborative training and through evaluation.
- We also hope that by working closely with other legacy partners, other network partners, our Advisory Board and through public exhibitions and events, we can begin to challenge the narrative surrounding growing up in the care system.

**Responsibilities:** This experienced individual will be responsible for supporting participating young people into directing their learning. They will nurture decision making by helping them to identify and manage the personal learning plans element of the project. This role will ensure that all elements of the programme are tailored to need. The post will directly support the Advisory Board of young people across Scotland (approx. 10). They will liaise with social workers, teachers, support staff, partner staff and any other relevant professionals involved in corporate parenting. This is a lynch pin role in building relationships with young people and in supporting young people to have a strong sense of self and to share their worries that may be presenting a barrier to engagement. The role will strive to nurture quieter voices. They will take a creative and flexible approach to learning, supporting young people to realise their creative and other ambitions, irrespective of the level of engagement in the programme. The postholder will ensure that all communications relating to the development of young people are adequately recorded and comply with all data protection and GDPR legislation. The role is likely to be based at our Teavarron and Inverness offices.

### **Principal Duties**

1. To build strong working relationships with young people, starting conversations and working towards a suitable creative learning plan for all individuals.
2. To support the Advisory Group, ensuring that co-design is at the heart of all decision making. Nurturing the group to make choices that represent their individual and collective needs.
3. As part of the Creativity and Care team, supporting the smooth delivery of all activity including looking after practical arrangements, the needs of participating young people and tutors, and, where necessary, facilitating sessions.
4. To manage all aspects of creative learning plans, ensuring that information is recorded adequately, in compliance with data protection and GDPR legislation.
5. To ensure that all communication that supports young people's development is adequately relayed to all relevant parties, ensuring that the young person's voice is at the centre of all communication.
6. To act as a point of referral for young people who are new to the service.
7. To attend and participate fully in all partner meetings at an organizational and structural level, and in meetings that relate to creative and other learning. Deputising for the Creative Learning and Programme Manager as and when required.
8. To ensure that all reporting information is relayed to the Creative Learning and Programme Manager.

9. To foster good working relationships with all partner organisations and wider network and legacy partners.
10. To develop a wide support network for young care experienced people in Scotland by identifying new partners, artists and other support organisations/individuals.
11. To uphold the ethos of the project at all times, considering how this ethos is relayed to all stakeholders.
12. To ensure all activity is evaluated according to Moniack Mhor's policies.
13. To oversee PVG applications as required.
14. Ensuring the security, safety and comfort of all young people while on site or involved on an outreach basis.
15. Attending regular Moniack Mhor staff meetings and regular one to one meetings with the Creative Learning and Programme Manager.
16. Promoting and implementing Moniack Mhor's equal opportunities policy amongst staff and participants.
17. To work in an environment of confidentiality with due respect to the protection of vulnerable people.
18. To act as a positive role model for young people who are engaging with Moniack Mhor.

### **Person Specification**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1. Experience	<p>Experience gained in an arts or education environment, specifically working with young people.</p> <p>Good knowledge of current issues in arts (creative writing) education.</p>	<p>Knowledge of education and arts community partners in the Highlands and more broadly, in Scotland.</p> <p>Experience of working to support the needs of vulnerable young people.</p> <p>Experience of working with care experienced young people.</p>
2. Qualifications	Driving license essential.	<p>Educated to University level, or with equivalent experience.</p> <p>Relevant qualification (e.g. Social Work diploma, PGDE, BEd Primary/Secondary, BA Community Education).</p>
3. Special skills/aptitudes	Sensitivity and understanding of the challenges facing care	Ability to work to targets and deadlines.

	<p>experienced young people and families/guardians.</p> <p>Excellent communication and interpersonal skills. Computer literate and confident user of Microsoft Office applications, email and the internet.</p> <p>Ability to work independently and on own initiative.</p> <p>Understanding of confidentiality.</p> <p>Ability to deliver a high-quality education programme and support the design of activities suited to engage young people.</p> <p>Good team player.</p> <p>Willingness to take a hands-on approach to domestic tasks.</p> <p>Good organizational, planning and evaluating skills.</p> <p>Knowledge of (or willingness to undergo training in): first aid, food hygiene and health and safety regulations.</p>	<p>An understanding of the CfE and a willingness to keep up with developments.</p> <p>Willingness to undertake travel across Scotland as and when necessary to support activity.</p> <p>Understanding of best practice with regard to Child Protection and protection of vulnerable people.</p>
4. Personal qualities	<p>Attentive to detail.</p> <p>Ability to work flexible hours.</p> <p>Ability to work under pressure.</p> <p>Ability to relate to the needs of young people.</p> <p>Warm manner.</p>	Sense of humour.

**Working arrangements:**

Hours Per Week	28 hours per week on average
Working Pattern	4 days per week 9.00am to 5.00pm. Evening and weekend work also required as necessary
Salary	£23,000 - £28,000 Gross per annum FTE

To apply for the role, please email a covering letter and up-to-date CV with the title 'Personal Development Facilitator' to [jobs@moniackmhor.org.uk](mailto:jobs@moniackmhor.org.uk), to arrive no later than 5pm on **Monday 16<sup>th</sup> May 2022**.

We would greatly appreciate if you would also take the time to fill out our equalities monitoring form on the Job Opportunities page of our website. This is voluntary. Please visit <https://www.moniackmhor.org.uk/about-moniack-mhor/job-opportunities> to download the form.

You will be notified by email if your application has been successful and candidates will be invited to attend an interview during the week beginning **Monday 23<sup>rd</sup> May**.

**In partnership with:**

