



Art/Craft/Creativity Coordinator (2 days per week)

This role is funded by Arts Council England

JOB DESCRIPTION

Job location: Aston, Birmingham

Salary: £12,500 for 12 months, with potential for renewal subject to funding.

Contract Type: 1 year until April 2023. Self-employed/consultant. No overtime is paid but time off in lieu may be taken where appropriate

Working Hours: 15 hours over 2 days a week. Occasional evening and weekend work is required in this post. Days and working style will be agreed with successful candidate.

Responsible to: Centre Manager

Location: Office based at Saathi House, with occasional travel to meet funders, stakeholders and partners.

Responsible for:

- Embedding Art/Craft/Creativity thread across all current and future services and activities
- Training and encouraging Art/Craft/Creativity amongst current staff
- Ensuring delivery of current and future art projects:
 - Mural funded through G37
 - Tapestry and Poetry/Spoken word funded through Creative City – working with Project Coordinator and Textiles lead
 - Capturing stories funded through BVSC
- Producing and facilitating exhibitions with support of all staff and volunteer teams
- Keep and maintain records of all activities, capturing feedback, outcomes and outputs to contribute to producing impact reports
- Working with service users to define Art/Craft/Creativity for themselves
- Creating new program ideas, activities and trips that result in tangible integrated projects
- Contribute data and information to Art/Craft/Creativity fundraising bids

Saathi House

Saathi House was set up in 1977 under the guise of St James Language Project to support women and children arriving from South Asia to join their respective husbands/fathers in Aston and wider Birmingham. The work at the time was focused on improving their English language skills, to help them integrate into British society. Then in the early eighties we bought our own building on Bevington Road, Aston and we changed our charity name to Saathi House in 2006.

The word 'saathi' means friendship in various South Asian languages and represents us as an organisation, as we offer safe space to enable friends to engage and form new friendships. Over the years, we have become an anchor organisation and a well-known resource for local families in the area.



Our focus is to make a difference in how local women are defined and recognised and help change their position in society relative to men, especially in a community where relations are typically skewed in favour of men. We do this by offering a supportive service and community to our users, equipping them with skills that enable them to improve their social and economic circumstances.

The long-term aim is to build the social capital of the local community, and we believe by educating and empowering these women it will lead to substantial positive development and integration of the wider community and generations of Aston.

We currently empower and develop local women, who are mainly Muslim, and of Pakistani and Bangladeshi background. However, we are open for all local women not just these communities.

Over the last 3 years we have been engaging our service users on all aspects of creativity and arts, in accordance with their faith and belief. We want to sustain this activity and build from the learning we have to date, to create a foundation for arts, crafts and creativity as defined by our service users.

PERSON SPECIFICATION

Experience in

- Art project management
- Exhibition design and delivery including Monitoring and Evaluation and Health & Safety including risk assessment
- Community Development focusing on Arts
- Arts training
- Fundraising

Skills & abilities

- Excellent communication skills both written and verbal
- Confident and able to work on own initiative
- Accurate financial recording and budgeting
- Able to prioritise work and demands
- Able to work flexible hours
- Computer literacy

Other

- A commitment to community run services
- Consent to an enhanced disclosure
- We are firmly committed to tackling discrimination and promoting equality of opportunity and good community relations.

HOW TO APPLY

Please send a copy of your CV and a covering letter detailing a) why you are applying for this role and b) how you meet the role. To Apsana Khatun apsana@saathihouse.org

If you cannot email your CV and covering letter, please call 07890309844 to make alternative arrangements.