

Art Tutor- Live Well Leeds

Job Description and Person
Specification



Art Tutor- Live Well Leeds

Hours	Part time 6 hours per week (with the possibility to increase to 12 hours per week in October)
Salary Scale	NJC Scale 5 points 12 to 17
Salary	£24,496- £26,845 (pro rata)
Contract	This role is fixed term up to 31 March 2025, with the possibility of extension
Location	Touchstone support centre, 53-55 Harehills Avenue, Leeds, LS8 4EX with travel across Leeds and surrounding areas
Annual Leave	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years (pro rata).
Pension	3% employer contribution, 5% employee contribution, enhanced by salary exchange
Probationary Period	6 months
Reporting to	Team Leader
DBS Check Level	Standard

Introduction

Leeds Mind is the city's leading mental health charity. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health condition.

Our values of Being Open, Supportive, Brave, Connected, and Resourceful are pivotal to the work we do.

Live Well Leeds is a community based mental health service. We provide flexible and practical support to people (aged 18+) within the Leeds Metropolitan District. The service has been commissioned by Leeds City Council Adult Social Care and commenced in April 2019 for 5 years. The contract is delivered by a Strategic Partnership (comprising

Touchstone as the lead, Community Links and Leeds Mind) and a Delivery Network (comprising 14 different voluntary sector partners).

The service is easy for diverse people to access and navigate and aims to support service users to improve and maintain their mental health.

Live Well Leeds offer a seven-day service, including evenings and weekends. This may sometimes mean working days or times could change (with notice) according to community /individual wishes.

The service offers a range of services and activities including:

- 1-2-1 case management
- Drop in
- Group work
- Information and signposting
- Gender specific activities
- Culture specific activities
- Befriending
- User lead activities
- Peer support

The art tutor will join Live Well Leeds to plan and deliver community-based arts and crafts classes for Live Well Leeds service users. The art group is delivered alongside a range of community-based groups which supports people with mild to moderate support needs to manage and/or recover from their mental health.

Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment and being an equal opportunities employer - We believe that inclusive practices should be part of everything we do. We are committed to ensuring that our colleagues, volunteers, and service users feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

To find out more about how we are developing this you can click [here](#).

Purpose of the role

Live Well Leeds provides community based mental health support to adults with mild to moderate mental health support needs.

The Live Well Leeds Arts tutor will work as part of the Live Well Leeds partnership to deliver weekly community-based arts and crafts sessions to Live Well Leeds service users. Ensuring activities promote wellbeing and are aimed at supporting service users with mild to moderate support needs to manage and/or recover from their mental health.

The successful postholder will prepare and deliver an art and craft group in line with Live Well Leeds contractual targets, ensuring sessions are creative, promote wellbeing and are inclusive.

You will undertake administrative tasks including but not limited to group promotion, session planning, recording service user attendance, and ordering course materials within budgets. You will supervise volunteers during sessions.

You will find and book suitable venues across Leeds, with the art group moving to different locations each quarter.

Main Tasks and Responsibilities

- Prepare and deliver weekly arts and crafts courses and/or sessions for Live Well Leeds service users which are aimed at improving service users' wellbeing and mental health.
- Plan and develop arts and crafts courses in line with Live Well Leeds contractual targets. Record service user attendance at sessions.
- Promote groups to encourage attendance including creating promotional materials.
- Find and book suitable venues to deliver sessions from with support of line manager. Organise cover for sessions during periods of absence excluding sickness.
- Communicate effectively with management team regarding safeguarding issues and any issues/concerns from groups.
- Order arts and crafts materials in a timely manner and within service budget. Ensure the organisation/storage of materials is kept neat and tidy.
- Deliver courses and sessions to a high standard. Creating a welcoming environment including organising refreshments.
- Supervise volunteers during sessions.
- Organise art exhibitions and get involved in other projects across Live Well Leeds partnership.

Organisation

- Participate in 1:1s, performance and development, including Leeds Mind compulsory training programme
- Attend and participate in service/team meetings
- Work within the framework of Leeds Mind's policies and procedures
- Promote the values, behaviours and ethos of Leeds Mind
- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure
- Undertake any other reasonable duties as and when required

Person Specification

	Essential	Desirable
Knowledge/ Qualifications	<ul style="list-style-type: none"> ● GCSE English and Maths (or equivalent) at grade C/4 or above ● Mental health and wellbeing 	<ul style="list-style-type: none"> ● Qualification in the arts ● Working with marginalised communities and vulnerable groups
Skills/Ability	<ul style="list-style-type: none"> ● A passion for all things creative, with the desire to learn new skills and develop a bank of creative knowledge. ● Excellent organisational, planning skills and working to deadlines. ● Plan and deliver arts crafts courses and/or sessions. ● Supervise volunteers during sessions 	<ul style="list-style-type: none"> ● Able to undertake client centred assessments.
Experience	<ul style="list-style-type: none"> ● Health and safety training as applies to manual handling. ● Experience working with people experiencing mental health difficulties. ● Using IT including Microsoft applications 	<ul style="list-style-type: none"> ● Experience running creative groups in similar setting. ● Working in partnership with other services.
Behavioural	<ul style="list-style-type: none"> ● Motivated, confident and resilient. ● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful. ● Open to change and able to work flexibly in line with the needs of the service/organisation. ● Commitment to working in partnership with service users, management, and staff. ● Understanding of the challenges faced by people 	<ul style="list-style-type: none"> ● Lived experience of mental health difficulties.

	<p>experiencing mental health difficulties.</p> <ul style="list-style-type: none">● Demonstrate a commitment to equality and diversity in the workplace.● Commitment to safeguarding clients and others you may come into contact with as part of your role.	
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