



CREATION MILL

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Creation Mill Group Coordinator

Group Coordinator - Key Duties and Responsibilities

To assist setting up and hosting new 'In Stitches' sessions as part of Creation Mill's 'Social Stitches' project funded by the Communities Mental Health and Wellbeing Fund (CMH&WF). This will include the below responsibilities;

Group responsibilities

- Set up for group, arranging tables/chairs appropriately
- Manage tea and coffee supplies for each group
- Take a group register
- Collect any group donations
- Give out evaluation forms, collect and evaluate with Community Project Manager (CPM)
- Report any issues to CPM
- As this is part of the CMH&WF signpost that there is extra support available if any participants are needing it - level of support will be discussed in more detail with the successful applicant.
- Work with CPM to organise extra workshops that participants have expressed an interest in.
- Take photos of sessions to share on social media

General

- Represent Creation Mill at local, regional and National levels.
- Undertake any training required to enhance work related skills
- Comply with all Creation Mill policies including Health and safety and Child and vulnerable adult protection.

Person specification

Essential Qualities

ORGANISED

- You are good at processing information and can work on multiple tasks while staying calm and focussed.
- You are a clear headed decision maker

FLEXIBLE

- You are of a practical but flexible mindset which lends itself well to coming your with solutions to problems that come your way
- You can take on board and use new approaches to doing things

EXPERIENCED

- You have experience working with people and have good, calm mannerism.

Desirable qualities

- You are engaged with textiles, textiles practices and environmental issues
- You have an interest in creative and the textiles industry

Job details

Hours : 8 per week.

Days : New groups will be 4 groups running every 2 weeks in Eskdalemuir Hub, Canobie Hall, Langholm Creation Mill space (evening) and Kirkpatrick Fleming Village Hall. The days for the groups have not yet been decided. Each group will run for 2 hours. Weekly hours will include travel and set up/pack away time and weekly 1 hour meeting with CPM.

Salary: £15 per hour - this excludes allowance for Travel Expenses

Travel expenses: £35 per week

Place of work: Various - meeting with CPM in Creation Mill's office in Buccleuch Mill, Glenesk Road, DG13 0ES

Reporting to: CPM - Abigail Setters

Term of employment: Initial contract will run for 1 year from start date (subject to completion of a 3 month trial period). Ongoing funding is being explored.

To apply please send your up to date CV and a covering letter to abigail.setters@creationmill.org - closing date on Friday 14th April at 12pm