



## **Events Assistant**

**Part time, 15 days (120 hours) across 3 months**

**Deadline for applications:** 9am, Monday 9<sup>th</sup> May 2022

**Contract:** Fixed term, part time

**Based at:** Forest Voluntary Action Forum in Cinderford (Forest of Dean)

**Fee:** £1,140 (£9.50 per hour)

The **Forest Voluntary Action Forum** and the **National Centre for Creative Health** are looking to recruit a young person (aged 18 – 24) with lived experience of mental health issues as an Event Assistant on a part time basis for a period of three months. The Event Assistant will support with the design and delivery of 'A Heart Shaped Place', an event delivered in partnership with **Gloucestershire Clinical Commissioning Group, Barnwood Trust** and **Forest Voluntary Action Forum**. The event's purpose is to showcase co-production and how it can be used to change mental health service delivery in the Forest of Dean. It will take place in July, marking the culmination of a research and scoping project that aims to kickstart the co-production of a new community based mental health service in the Forest.

The part-time role would be ideal for a young person who has used creativity in their own recovery journey, and is interested in gaining some experience in working in the arts.

### **Job tasks will include:**

- Creating an event programme
- Communicating with speakers and facilitators
- Booking refreshments
- Writing social media posts about the event
- Staffing the event
- Taking bookings and communicating with event guests

### **Person specification:**

We are looking for a young person aged between 18 and 24 with their own lived experience of mental health issues for this role. Although not essential, the following skills and experience are desirable for the role:

- Experience of organising an event (this could be outside of employment)
- Good communication skills, both written and verbal
- An organised self-starter
- Computer literate (able to competently use Microsoft Office software)

- A positive and flexible attitude
- Experience / interest in using the arts for mental health recovery

**Fee:** £1140.00 (£9.50 per hour for 120 hours/15 days)

**To apply:**

Please send a CV and covering letter outlining why you are interested in the role and explaining how your experience meets the person specification to: [simon@fvaf.org.uk](mailto:simon@fvaf.org.uk)

**Deadline:** 9am Monday 9<sup>th</sup> May 2022

Interviews will take place the week beginning 19<sup>th</sup> May and will include staff from the Forest Voluntary Action Forum and the National Centre for Creative Health.

**Further information about Forest Voluntary Action Forum:**

Forest Voluntary Action Forum is a support and development agency for voluntary activity and community action in the Forest of Dean. We provide assistance to many of the hundreds of voluntary and community groups in the district who in turn are better able to deliver their work in the local community. Much of our support is in the form of advice, guidance and information as well as a range of formal training provision and support for volunteering. As well as this 'core work', we run a number of projects with and for the benefit of local communities.

We strongly believe that through community-led approaches we enable citizens to develop the skills, resiliency and social capital to live more cohesively with one another, the result of which leads to greater empowerment both individually and collectively in meeting health, well-being and social needs.

**Further information about the National Centre for Creative Health:**

You can find out more about the National Centre for Creative Health on our website: [www.ncch.org.uk](http://www.ncch.org.uk)

Our vision is ***Creativity for Healthy Lives***. Our mission is: *to advance good practice and research, inform policy and promote collaboration, helping foster the conditions for creative health to be integral to health and social care and wider systems.*

The National Centre for Creative Health (NCCH) is a registered Charitable Incorporated Organisation (CIO) based in the UK. It was formed in response to Recommendation 1 in the [Creative Health Report](#), the result of a 2-year inquiry led by the All-Party Parliamentary Group for Arts, Health and Wellbeing.

The NCCH Board of Trustees and the small staff team are supported by a UK-wide Advisory Group. Members of the Advisory Group bring expertise and experience from a broad range of disciplines and areas of activity.

The NCCH supports a network of Creative Health Champions who are a group of individuals who have come together in response to recommendation 3 in the Creative Health report, which calls on all NHS Trusts, Local Authorities, Health and Wellbeing Boards and Clinical Commissioning Groups, to identify an individual at board or strategic level to take responsibility for institutional policy on arts and health.

The NCCH works with a wide range of partners and stakeholders across the UK to create place-based 'Hubs', develop partnership and collaboration 'Hives' and co-produce creative learning in 'Huddles'. Learning will be shared between Hubs, Hives and Huddles with the aim to help foster the conditions in which creative health approaches can become integral to health and care and wider systems over time.

### **Safer Recruitment Statement**

*Forest Voluntary Action Forum is committed to safeguarding and promoting the welfare of children and vulnerable adults. FVAF expects all staff, trustees, and associated personnel to share this commitment. FVAF has a clear safeguarding policy and will take up references and will make appropriate checks as required prior to any offer of an appointment.*

### **Diversity Statement**

*Forest Voluntary Action Forum (FVAF) is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best.*

*FVAF is committed to reflecting and representing the diversity of the UK and to equal opportunities in employment. The policies and practices of FVAF aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. At the heart of everything we do, we seek to treat people fairly and with dignity and respect.*