

JOB DESCRIPTION – freelance facilitator

Project: Clarion Chance Encounters

This job description is a guide to the nature of the work required of the **Freelance Facilitator**. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

Fee £1300 (included 15 session and 3 planning meetings)

Information

Attic's Participatory Programme works with people of all ages.

Commissioned by Clarion Housing, 'Chance Encounters' is a co-design process to create a Chance Encounters Toolkit with stakeholders which will facilitate moments of connection between isolated elder residents, with the hope of planting seeds for long-term links & relationships. Working collaboratively with a team of residents (The Connectors Committee/ *The Chancer's*), staff, a co-facilitator (artist or maker), and Attic's creative engagement producer, you will co-produce a toolkit that will provide older residents (e.g. in sheltered housing & supported living facilities) with ideas, resources, instructions or actual materials needed to inspire chance encounters in their setting. Through a process of ideas generation, testing, feedback and creation, the process will create a physical toolkit (e.g. box of materials) which could be rolled-out to other Clarions residences across the country. The ability to engage and work with a group of older people will be essential to ensure the final product is effective and designed by the people its for.

The Freelance facilitator reports to the Creative Engagement Producer, who in turn reports to the Artistic Director and General Manager and the Attic Board of Directors.

The Freelance facilitator will have responsibility for the delivery of sessions for the Clarion Chance Encounters project.

Through the programme of workshops and trials we aim to -

- Consult, collaborate & co-produce with residents
- create and test a pack which facilitates chance encounters for use by residents
- lead trial sessions for the toolkit, working with co-facilitator and residents to improve its efficacy
- implement learning from trial sessions to inform the design, content & roll-out of the toolkit in collaboration with the co-facilitator

A delivery plan is included below for your information.

Wk	Suggested Dates (all W/C)	Activity	Description	Whose leading the process?		
				ATC	Chancers	Both
1 - 4	Sep-20	Toolkit production v1	Facilitators & ATC CEP creating prototype toolkit/ resource to take into residence			
5	05.10.2020	Open drop in session	Facilitators running the mapping exercise as a way to engage participants in the project, recruit for the committee, and build up a picture of local journeys.			
6	12.10.2020	Open drop in session	Facilitators running the mapping exercise as a way to engage participants in the project, recruit for the committee, and build up a picture of local journeys.			
7	19.10.2020	First <i>Connectors Committee/ Chancer's Meeting</i>	Outlining the process, the project, the role of The Chancer's in engaging residents through 'Activity Tests' & co-creating the toolkit through feedback provided			
8	26.10.2020	2nd <i>Chancer's Meeting</i>	Reflections; thoughts & suggestions on the prototype toolkit; shortlisting the 4 activities they want to 'test' & deciding on order (building up in complexity); voicing any concerns so Facilitators can provide support			
9	02.11.2020	3rd <i>Chancer's Meeting</i>	Planning how they will deliver: risk assessing; preparation; gathering evaluation/ feedback information materials; delivery materials			
10	09.11.2020	Activity test 1	1st chance encounter test - evaluation & feedback gathered + Chancer's team debrief			
11	16.11.2020	Activity test 2	2nd chance encounter test - evaluation & feedback gathered + Chancer's team debrief			
12	23.11.2020	Mid-way <i>Chancer's reflection meeting</i>	Reflections (successes, challenges, next steps); identifying key lessons learned already, how to act on these for next two tests & how to include these in the toolkit			
13	30.11.2020	Activity test 3	3rd chance encounter test - evaluation & feedback gathered + Chancer's team debrief			
14	07.12.2020	Activity test 4	Final chance encounter test - evaluation & feedback gathered + Chancer's team debrief			
15	14.12.2020	Feedback and Evaluation Meeting	Facilitated conversation reflecting on activities covered & necessary content for toolkit; reflections on what form the toolkit/ box should take to inspire connection (shape, materials, aesthetic)			
Christmas Break						
16 - 18	04.01.2020 - 18.01.2020	Toolkit production v2	CEP, Facilitator(s)/ Designer incorporate feedback & develop Chance Encounters Toolkit based on learning & consultation with Chancers: amends made to toolkit & initial design for box/ pack developed			
19	25.01.2021	<i>Chance Encounters Toolkit v2</i> shared with the group	Gathering feedback from the group to then take away to refine & perfect (content & design)			
20-22	01.02.2021 - 15.02.2021	Toolkit production v3	Final revisions to Chance Encounter's toolkit & box design (Facilitator's & CEP)			
21	08.02.2021	<i>Chancer's debrief</i>	Evaluating the process & effectiveness of the support provided & toolkit			
23	22.02.2021	Celebration event	Final toolkit shared with Chancer's & residents at celebration party (tea, party food, activities selected & facilitated by Chancer's)			
24	01.03.2021	Completion & sharing of toolkit				

1. Company Responsibilities

- To work with the Creative Engagement Producer and fellow Freelance facilitators to create a programme that fits with the aspirations and aims of the company and is of the utmost benefit to the residents
- To represent the company at all times, with host organisations and when required to do so, acting on behalf of the company

2. Project Responsibilities

- The Freelance facilitator will be responsible for the delivery of the **Chance Encounters project**.
- They will research this area of work to learn more about the underlying issues that we are helping to address.
- They will research into best practice and form a strategy that enables the most effective delivery of the project.
- They will build relationships with the host organisations, and work with them.
- They will create the format of the workshops and run them and organise and produce the sessions in consultation with the Creative Engagement Producer and their co-facilitator.
- They will prepare and deliver the workshops according to the individual needs of the group.
- They will ensure that every workshop has appropriate staffing where relevant.
- They will prepare monitoring and feedback reports according to the requirements set down by the Creative Engagement Producer and the funding bodies of the **Chance Encounters** project. They will submit these reports to the Creative Engagement Producer and General Manager at agreed times.

- They are responsible for ensuring their DBS check is current (no more than 2 years old).

3. Financial Responsibilities

- To adhere to realistic budgets.
- To record all Project expenditure, including petty cash, together with receipts and invoices, and present these on a monthly basis to the General Manager.

4. Communication and Accountability

- To ensure the Creative Engagement Producer, General Manager and Artistic Director of the Attic Theatre Company are kept informed about the running of the Project and are fully acquainted with any developments.

5. It is a requirement of the role of Freelance facilitator that they

- have training and experience in different kinds of facilitation techniques
- have a qualification in Applied Arts or substantial experience with diverse participant groups
- an understanding or experience of co-design/ co-production practice, and a commitment to the principles of equity, equality and cultural democracy implicit within the process
- have interest and enthusiasm in helping the project develop
- are able to work in a small team
- are comfortable in a leadership role
- are able to work flexibly
- are prepared to travel to Merton

Attic Theatre Company is an Equal Opportunities employer.

Attic is a member of ITC and bases contracts with staff on ITC contracts.

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