



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile: Facilitator(F)

Job Description: F: Creative Arts Coordinator

Document Ref.	OR-JES-2573-JD-B4 : F : Creative Arts Coordinator v3.0
Document Type	Management
Version	3.0
Classification	Official
Date of Issue	6 th August 2024
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	F : Creative Arts Coordinator
Group Profile	Facilitator
Organisation Level	Delivery
Band	4

Overview of the job	This is a prisoner-facing job in an establishment.
Summary	<p>The job holder will be responsible for co-ordinating creative arts classes, events and activities for prisoners by building effective, appropriate and supportive relationships through managing them in a proactive manner and promoting the decency agenda. Contributes to sentence planning and reducing reoffending. Applies safer custody practices and complies with national and local security standards. Responsible for high level of security, productivity, good order and hygiene within workshops areas.</p> <p>This is a non-operational job with no line management or supervisory responsibilities. This role is non-rotational.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Promote and facilitate delivery of the creative arts (writing, reading, literacy, visual art, drama, music, and other creative projects) to prisoners, staff and management. • Prepare and deliver creative writing workshops. • Prepare and facilitate/chair book group(s) and coordinate with national providers. • Plan and coordinate production of in-house magazine and promotional literature and ensure its timely and regular publication. • Plan and deliver arts events, talks, competitions and exhibitions. • Point of contact for external arts-based providers, arts organisations and funders: build contacts, links and relationships with such. • Point of contact for external arts volunteers, build contacts, liaise with and coordinate such. • Point of contact for external local community for arts events and activities. • Plan and coordinate prisoner mentors/orderlies to promote and deliver arts-based activities to prisoners, including production of in-house magazine. • Participate in the selection process of suitable prisoner arts mentors/orderlies, ensuring they have suitable qualities. • Provide training to mentors/orderlies and arrange follow up sessions if required. • Liaise with mentors/orderlies on a weekly basis to check progress.

	<ul style="list-style-type: none"> • Provide support for mentors/orderlies and learners where required, encouraging them in their learning. • Arrange one-to-one meetings with mentors/orderlies and learners if required to challenge inappropriate behaviour and discuss any problems or concerns. • Arrange and chair mentor meetings. • Assess learners' needs and match with suitable mentors/orderlies, events and activities. • Provide support and advice on career opportunities and relevant support organisations for respective arts practices and areas. • Supervise and maintain discipline of prisoners receiving training, education or work experience. Responsible for performance, motivation, discipline, appraisal and development of prisoners. • Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports. • Log attendance and approve prisoner hours worked and wages. • Carry out fabric checks of classroom and maintain security of lock, bolts and bars used in the classroom. • Contribute to prisoner reports including parole, sentence planning and Individual Learning Plan (ILP). • Complete regime monitoring information and update prisoner training records. • Order materials and estimate usage in order to meet work learning targets. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Leadership • Developing Self and Others • Managing a Quality Service • Working Together
Strengths	We recommend you choose 4 to 8 strengths locally.
Experience	

Technical requirements	<ul style="list-style-type: none"> • Job holders must complete specific training in their specialism once they take up post. • Required to undertake the Civil Service Learning (CSL) Train the Trainer training.
Ability	<ul style="list-style-type: none"> • Good written and verbal communication skills.

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	37 hour working week.
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