



## Return to Work Support 4 Creative Workers

### Freelance Facilitator – Learning Activities

CULT Cymru is a skills and development programme that supports creative workers throughout Wales. It is managed by BECTU, a sector of Prospect, in partnership with Equity, the MU and the Writers Guild of GB and is supported via the Welsh Government's Wales Union Learning Fund.

Given the crisis caused by the Covid 19 pandemic CULT Cymru has received funding from Creative Wales to engage two freelancers to work with its Skills and Development Manager and Co-ordinator. The freelancers will deliver practical learning activities and sign post creatives to information that will empower them to return to work as safely and as well-equipped as possible.

#### Application Details:

Up to 500 words describing the skills and experience you could bring to the role based on the information provided below. Please include a relevant CV (no more than 2 sides of A4) including 2 referees. (References will not be taken up without your prior consent).

Closing date: Thursday 10th September @ 09.00  
Interview date (via Zoom): TBC (via Zoom)

Please email applications to: [cymru@bectu.org.uk](mailto:cymru@bectu.org.uk)

### CULT Cymru Covid 19 Facilitator – Learning Activities

Employment terms: Freelance/Sole Trader  
Fee: £225 per 8 hour day. 10 days per month (5 months)  
Dates: (to be agreed) September 2020 – February 2021  
Working from home.

#### Aims:

To enable creatives to enhance their skills and employability during this difficult period and to ultimately achieve a safe return to work.

#### Objectives:

To facilitate 18 practical learning and engagement activities for 200 creative workers living or/and working in Wales including:

- organising health and safety and Covid 19 awareness training and information sharing activities;
- organising mental health and wellbeing learning activities in particular for vulnerable workers (e.g. freelancers, casuals, new entrants, those at threat of

redundancy, under-represented groups) who can participate in learning along with peers;

- collaborating with creative workers to identify innovative ways of organising activities and events to enable creatives to learn new skills, engage with others, gain confidence and combat isolation

### **Facilitator Role Profile**

Carries out a range of facilitation tasks including: researching and arranging learning activities and events; placing course information online (currently via Eventbrite); maintaining accurate records and inputting learner data to be forwarded to the Co-ordinator.

Supports the CULT Cymru Manager and Co-ordinator in preparing reports and presentations; ensures that the project complies with General Data Protection Regulations.

Key skills:

#### **Essential**

- Knowledge and experience of the creative sector (TV, Film, Theatre and Live Events).
- Knowledge and experience of adult learning in particular short-courses.
- Demonstrable administrative and organisational skills.
- Excellent communication skills (especially written and verbal)
- Excellent ICT and Digital Skills - (Microsoft Office: Word, Excel), Online communication platforms e.g. Zoom and the ability to work with online booking tools e.g. Eventbrite (training on specific programmes can be arranged)
- A commitment to union values including diversity and equality and the Welsh language.
- Ability to work safely and effectively from home with own office equipment.

#### **Desirable**

*(where required, appropriate training will be provided)*

- Knowledge and experience of trade unions.
- Knowledge and experience of health and safety and/or mental health and wellbeing.
- Demonstrable understanding of GDPR.
- A teaching qualification (e.g. PGCE) and/or experience of delivering training and facilitating discussions.
- Knowledge and experience of the barriers faced by under-represented groups e.g. BAME people, disabled people, LGBTQ+ and those from poorer socio-economic backgrounds.
- Ability to communicate in Welsh and English (reading and writing).

#### **Siân Gale**

Bectu/CULT Cymru

Skills and Development Manager

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