

JOB DESCRIPTION

Initial 12 Month contract from February 2022

Part Time: **0.6FTE (22.5 hours a week - with possible extra days available)**

Workdays: **(Tuesday, Wednesday, Thursday)**

Salary: **25500 (pro-rata)**

Holiday: **25 days (pro-rata) plus a week over Christmas**

Pension: **Match contributions up to 6%**

Other benefits: **Use of studio/workshop in spare time.**

Deadline for applications: **- 23rd Jan 2022 (Interviews 1st week of Feb)**

Start date: **Feb 2022**

Application process – Please send a CV and cover letter explaining your suitability for the position including relevant experience to admin@makingitout.co.uk. If you have a portfolio or website of your own creative practice, please include this.

Charity background

Making It Out was established in 2018 to address lack of meaningful regular activity for people who have recently left prison or are at risk of going there. We work by engaging individuals in voluntary work placements that focus on taking part in art, design and other creative making disciplines. Participants attend our workshop regularly, initially identify what they would like to gain from working with MiO and then work towards this with assistance from staff and other participants. MiO is a supportive and positive environment. We receive referrals from probation and prison staff as well as voluntary services across the city of Brighton & Hove and surrounding areas.

Our creative output has included large scale public artworks, shop fitting, series of prints and bespoke furniture. We also manage collaborative making projects with partner organisations and their service users, for example we are currently managing a co-created artwork to commemorate people who have died whilst being homeless in the city. The charity, based in Portslade, has had a successful first three years and grown significantly in 2020, with more staff and participants and we have increased capacity by taking on a new premises near Steyning. We are now also delivering our programmes here, with a slant towards traditional crafts and running 'creative away days' for local charities and businesses.

Position Summary

Until now, the commercial output of Making it Out has primarily been through commission-based work for local businesses and public artworks but we have a long-held ambition to sell products directly to consumers. In doing this we hope to both broaden public understanding of the charity and create more opportunities for our participants.

In creating this role, we are looking for someone to manage the creation, marketing and sale of a new range of products that will be produced and sold by Making it Out. The design and manufacture of these products will be a collaborative process with MiO participants and there will be embedded opportunities within the design of the products that allow participants to learn new skills and techniques across a variety of disciplines and materials. As with all creative output from MiO, we want to effectively utilise the skills and experience of our participants and see the more established 'participant mentors' as having a key role in managing the design and manufacture of these new products.

The range of products will be designed to cater towards a medium to high-end designer/ craft market with focus on sustainability and strong 'social impact'. Products will primarily be made to order with initial pieces used to create promotional images.

Material choices will need to stay in line with these considerations but could incorporate a wide range including wood, metal, ceramics and recycled plastics. We envisage CAD/CAM will be incorporated into the design and manufacture process and provide opportunities for our participants to develop their skills in this area. Products will be sold through the MiO website and marketed through social media, and we will also look to begin new relationships with local retailers where viable. We also see an opportunity within this process to engage more with local artists, designers and makers, possibly with collaborative pieces. This would serve the purpose of reaching a greater number of suitable, existing customers whilst also diversifying our processes and creating new relationships and opportunities for our participants.

Role Responsibilities

- Work collaboratively with MiO participants in our workshop in Portslade to design and manufacture a range of products and make the most of MiO's resources and capacity.
- Help maintain studio environment across two studio/workshop spaces
 - o Maintenance of machinery
 - o Keeping a clean and safe working environment
 - o Keeping track of stock levels and ordering.
- Assist participants in their occupational development, primarily with a focus on creative making but also within wider meaningful, positive activities that increase their independence.
- Establish and maintain links with organisations that can offer progression opportunities to our participants, this could include colleges, employers, other charities, or statutory services such as the job centre.
- Maintain high standards of professionalism around confidential information and working within the company safeguarding policy.
- Keeping accurate records of activities and taking part in the use of monitoring and evaluation systems.
- Assist in sale and marketing of items. This may sometimes include flexible hours and include working at weekends. TOIL would be provided to recompensate for this.
- Development of resources to assist in making activities. i.e. how to sheets or guides.
- Maintain a positive attitude towards the company activities, participant's possibilities and seek out opportunities for development and diversification.
- Attend training, conferences and/or networking events on behalf of the company.
- Other directed activities required by Mark Whaley or Lucy Grubb on behalf of Making It Out CIO.

PERSON SPECIFICATION

Essential Criteria

- A non-judgemental attitude towards people who have previously been in prison or committed offending behaviour.
- Competent in a range of IT software including some proficiency in digital art and design software, especially CAD/CAM.
- Awareness of social media marketing and an ability to navigate a variety of social media platforms.
- A reasonably high level of practical skill and experience working with at least one creative making discipline.
- Experience working within a workshop environment with wood and metalwork machinery. Knowledge of maintenance of machines and health and safety protocols within a workshop environment.
- A passion for making and an enthusiasm to help others find and develop their creative practice.
- Reasonable level of IT and competence in both written and spoken English.
- Commitment to an inclusive workplace irrespective of race, gender, sexual orientation and to equality of opportunity

Desirable Criteria

- Ability to produce working drawings using 3D CAD.
- Experience working or living within the custodial environment, or with those who have experienced it within the community.
- Experience of marketing products through social media, selling products online or within a more traditional retail environment.
- A track record of successfully managing self-employment or a small business, or helping others establish these.
- Experience working with vulnerable adults or young people either in a paid or voluntary capacity.
- Having a broad knowledge of and some experience of working with a range of art and design disciplines and an enthusiasm to learn new skills and experiment.
- Experience working in a teaching capacity, not necessarily as a qualified teacher.
- Experience working within the voluntary sector, especially monitoring and evaluating outcomes for participants.
- Knowledge of social media and the web and experience of using this to promote arts-based activities, crowdfunding or sales of products.