



PYRAMID

Core Worker Role Description

This is a sessional worker role, suitable for freelance artists with specific experience of working at Pyramid in an Artist Facilitator or volunteer role for a minimum of one year, and having completed the Pyramid Core Worker Training.

Please ask us for our current pay rates. These usually change in April.

Pay covers time spent in contact with the group (two hours per session) as well as 1.5 hours per week (so 18 hours across a 12 week term) for other necessary duties though the course of a project, including:

- project and session planning with the Artist Facilitator
- project set-up, monitoring and evaluation meetings with the assignment manager (up to 4 hours per project)
- making and submitting weekly session notes

Core Workers are additionally expected to attend 'CAV' (core worker, artist and volunteer) meetings whilst they are active on a project. There are three meetings per year. These meetings are paid at a set rate and will be included on your contract for services.

Essential travel, project and administration expenses will be reimbursed monthly on production of valid receipts. Please refer to the Expenses Policy for more information.

It is the role of the Core Worker to work with the Artist Facilitator to ensure that our projects are empowering, creatively inspiring and safe for all participants. The Core Worker manages the day to day running of the project.

Core Workers must

- have completed our Foundation and Explorations training courses, or have equivalent practical experience
- have completed our Core Worker Training
- hold a current First Aid certificate
- have completed a Level 1 or higher Safeguarding Vulnerable Adults training within the last three years

Pyramid will provide regular refresher training for all of the above.



Specifically the duties of the Core Worker are:

Project running:

- To facilitate group arts sessions in partnership with the Artist Facilitator
- To ensure that the session plans of the Artist Facilitator are appropriate and will be accessible to and meet the needs of group members
- To support the group to carry out an end of project evaluation
- To ensure that the studio / venue is left clean and tidy at the end of every session

People:

- To plan practical strategies to ensure that everyone will be able to take part in a session, regardless of their degree of disability
- To get to know participants individually, enabling them to develop their artistic skills and confidence, and involve them in the planning and evaluation of projects
- To ensure the Artist Facilitator has sufficient information about the group to plan activities in a way that will support the inclusion of all members
- To support volunteers, including giving them an initial induction, informal practical training and addressing any issues as they arise

Administration:

- To produce session notes based on discussions with members, volunteers and the Artist Facilitator, that reflect and evaluate the week by week progress of the project and members' personal development
- To submit session notes to the staff team within 72 hours of the session taking place
- To keep receipts and an accurate record of expenditure
- To take joint responsibility with the Artist Facilitator for ensuring the project is visually documented through photographs
- To communicate with members / volunteers by phone as required (e.g. checking whereabouts if someone doesn't arrive on time). A mobile phone will be provided if needed.
- To contact all participants and the venue to inform them in the event of session cancellation
- To report incidents, accidents and near misses to the office team



Safety and welfare:

- To ensure that people's personal care needs can be met during a session
- To ensure that sessions are planned to safeguard the security, comfort and safety of people, including consideration of room layout, heating, lighting, timetable, and support needs
- To ensure personal care records, emergency contact details and any other personal information is kept safe and secure
- To notify the office if any welfare supplies are running low (e.g. First Aid, PPE, spare clothes)
- To take responsibility for the management of any accident/ incident that occurs during a session
- To carry out risk assessments on the creative processes to be used in the group
- To act as Fire Marshall during sessions and carry out fire drills with the group at the start of each term
- To cancel a session if there are insufficient staff and volunteers to support it

General:

- To always work in accordance with Pyramid's policies and procedures (available for review at www.pyramid.org.uk in the 'about us' section or by request to the Operations Manager)