

JOB DESCRIPTION

Initial 12 Month contract

Part Time: **0.6-0.8 FTE (dependent on candidate experience & availability)**

Workdays: **(Monday to Thursday)**

Salary: **27000 (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: - **10th August 2023**

Interview date: **17th August (subject to change)**

Start date: **Sept 2023 onwards**

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 moving on from homelessness or addiction. We work by engaging individuals in voluntary 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 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 few years and grown significantly, 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 at both sites, with several projects taking place simultaneously, these include large sculptural pieces, fitting out community spaces, running ‘creative awaydays’ for local charities and businesses, and giving away commissioned artworks to people who have recently moved into independent accommodation.

At Making it Out we embrace both modern manufacturing processes as well as traditional craft. This is very evident in the installation of our large format laser cutter in our 17th century barn. We aim to use these technologies in an inclusive manner, allowing for our less IT literate participants to understand and use CAD effectively.

In the past year we have also launched an online store ‘Making it Outlet’ where we are able to have more control over what we make. This is currently a mix of artworks and some affordable furniture pieces. The shop has given our participants more of a chance to get their ideas into reality and fostered a collaborative approach with participants looking at ways to include skillsets of others in their ideas.



Position Summary

As MIO has grown over the past few years, we have always tried to ensure that our participants stay at the forefront of the organisation and that opportunities are structured to suit all abilities. Whilst we are keen for people to be busy, we are not overly prescriptive as to whether they work on MIO pieces or develop their own creative practice, or indeed a mixture of the two.

The charity has recently taken on larger and more complex projects and there has been an increasing need to focus staff time on both what we are making as well as who is making it and what they are doing. To do this effectively there is a requirement to manage how participants can assist with projects managed by the charity whilst keeping a level of training and personal development for our participants.

This position therefore has a focus on individuals, a requirement to get to know individual abilities, when best to stretch them and how to keep different abilities engaged. The role would suit people with a variety of creative backgrounds but we are keen to find someone who has a background in some form of 3D making. We tend to work primarily in wood and metal for our larger projects but there is usually an incorporation of a variety of artistic disciplines across work.

Days at MIO are quite varied and this role reflects that, with a need to help co-ordinate one or two projects at a time, manage participant engagement across different activities and to provide holistic support. The days can be quite hectic but are usually enjoyable and rewarding, especially towards the end of successful collaborative projects/making.

Role Responsibilities

- Work collaboratively with MiO participants in our workshop in Portslade to design and manufacture of range products 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 and experience working these into cutting lists etc.
- 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 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.

