



Art & Fabrication Facilitator

Working commitment

**0.6 – 0.8FTE
(dependant on applicant)**

Workdays:

(Monday – Thursday)

Salary:

30500 (pro-rata)

Holiday:

**22 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:

21st June 2026

Interviews:

w/c 29th June 2026

Start date:

As soon as possible

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 exists to provide regular creative activity for people moving on from prison, homelessness and addiction. We do this by engaging individuals in voluntary placements that focus on taking part in a variety of collaborative and independent making activities. Participants attend our workshop regularly, initially identifying 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 that looks forward rather than dwelling on peoples' pasts. We receive referrals from probation and prison staff as well as voluntary services across the city of Brighton & Hove and surrounding areas.

A large part of the charity's time is spent on commissions for local organisations, and we also manage collaborative making projects with partner organisations. These provide opportunities for participants to learn a wide variety of skills and to engage with a broader section of local society.

Recent projects have included:

- Public artworks ([Soft Machines for Brighton Festival](#))
- Furniture making ([SEE Chairs with UOB](#))
- Interior fit outs ([Brighton Table Tennis Club](#))
- Property renovation ([Moulsecoomb Place with East Brighton Trust](#))

MiO is based in Portslade at our art studio/workshop and a rural premises near Steyning. These barns have become a big part of the organisation and a site for more collaborative activity and wellbeing activities within nature. We are also looking to restore one of these barns as part of a 2-3 year heritage build.

MiO has also diversified in recent years to include statutory provision of resettlement activities. This was initially through 'Immediate Justice' pilot and currently through a collaboration with Shaw Trust as part of CFO Evolution contract.

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 simultaneously 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.

In this role we are looking for someone that will help increase the capacity of the organisation by taking on a broad range of responsibilities and manage a variety of making activities. The ability to get on with both colleagues and participants is a key aspect of the role as managing these relationships within a small and busy organisation can at times be challenging.



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We are not looking for anyone with a specific creative discipline but are keen to find someone who has a background in one or more making disciplines and who therefore understands the benefits, challenges and possible pitfalls when learning practical skills.

There is also a keen focus on progression and helping participants grow in confidence and independence, not just regarding their making but more broadly across the rest of their lives. Equally, being willing to continue learning and developing new skills whilst in the role is beneficial to the variety of projects that MIO get involved with.

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:
 - Maintenance of machinery
 - Keeping a clean and safe working environment
 - 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.
- 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 management of Making It Out CIO.



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PERSON SPECIFICATION

Essential Criteria

- A non-judgemental attitude towards people who have previously been in prison or in contact with the criminal justice system
- A reasonably high level of practical skill and experience working with at least one creative making or fabrication discipline
- Experience working within a workshop/studio environment, stock taking and ordering material for fabrication.
- A passion for making and an enthusiasm to help others find and develop their creative practice. An ability to be flexible and respond to the skill level of participants which varies from person to person
- Competent use 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
- Driving licence and willingness to drive the charity van.

Desirable Criteria

- Experience working or living within the custodial environment, or experience working in a teaching capacity, not necessarily as a qualified teacher.
- Knowledge of wood and metalwork machinery. Experience of machines maintenance and health and safety protocols within a workshop environment.
- Ability to produce working drawings using 3D CAD and experience working these into cutting lists etc.
- 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 track record of successfully managing self-employment or a small business or helping others establish these.