

Commission Opportunity	Cartwheel Arts
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Tender	Crafting Heritage Facilitation and Leadership Trainer
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Terms & Conditions	This opportunity is suitable for either a freelance practitioner or a registered company / CIC. <i>Individual applicants need to be registered as self-employed and have a Unique Taxpayer Reference number. Limited companies / CIC's must have all necessary legal and tax documentation.</i>
Rate of Pay	8 days training at £4,000, inclusive of development of training content, planning and travel
Hours of Work	1 in-person planning day 1 training day per week over 7 consecutive weeks beginning September 2024 <i>Specific dates, times, and venues to be agreed. Venues will be in Rochdale or Greater Manchester. The post holder is responsible for all travel, including costs.</i>

<p>Purpose of role:</p> <p>Overview: Cartwheel Arts is seeking an experienced trainer to support up to six individuals with experience of forced migration in Rochdale. The goal is to support the development of their own unique heritage craft skill, develop their facilitation and leadership skills, as well as understanding of accessing paid work opportunities as a craft practitioner in the UK. During the traineeship, the trainees will deliver 4 'Test & Learn' workshops with Key Stage 2 pupils in Rochdale, offered as part of their Art Curriculum.</p> <p>Training Details: Collaboration: Work closely with Cartwheel's Crafting Heritage Coordinator, Ruth, and Lead Practitioner Mahboobeh, to devise, plan and deliver an 8-week training program, offering 1 day per week. At the end of the training programme, The four Trainees will be expected to deliver 1 workshop at each of the 4 partner schools, and develop the skills and experience required to facilitate creative sessions in schools.</p> <p>You can find out more about the project here.</p>

Key Tasks:

- **Craft Development:** Support trainees in developing their heritage craft skill and sharing their crafts
 - **Workshop Facilitation:** Equip trainees with essential skills to lead engaging workshops.
 - **Design and Delivery:** Assist trainees in designing, planning, and executing their four unique workshops for new audiences within Rochdale, including the "Test and Learn" schools.
 - **School resource development** support trainees in designing and preparing materials for a resource pack for the primary schools.
 - **Inclusivity:** Ensure all sessions are inclusive and accessible, considering the diverse demographics of each school.
 - **Positive Experience:** Foster a positive environment for young people, partners, and participants.
 - **Policy Adherence:** Ensure compliance with Cartwheel Arts' policies, Anti-Discrimination Statement, and General Data Protection Regulations.
 - **Confidence Building:** Build trainees' confidence using a range of interactive techniques to engage students and manage group dynamics.
 - **Documentation:** Capture photos and other documentation required for project evaluation, as coordinated with the Crafting Heritage Project Coordinator.
- Sector Ready:** Ensure trainees have a good understanding of the needs and requirements of a crafts practitioner in the UK including registering as Self Employed, DBS checks, Safeguarding, putting together a CV & other training and resources employers require.

The total training programme will need to cover

Day 1 Planning and delivery with Ruth and Mahboobeh work with the project to design a bespoke training programme for the 4 trainees and considering elements found in the coproduction sessions and the demographics of each school.

Subsequent sessions elements that must be covered:

- Trainees complete EDI and safeguarding training and apply for DBS.
- Icebreakers and confidence-building
- Trainer deliver 1 creative workshop on heritage craft, demonstrating best practices of planning timing, resource management, health and safety, with group feedback and discussion.
- Consider and plan elements of evaluation in planning. Measuring trainee's baseline skills, knowledge, confidence and set goals for the training sessions and measuring progress.

- Development of each Trainee's heritage craft skills
- Planning and delivery to consider elements to be considered for the school resource KS2 Art Curriculum and the demographics of each school
- 4 trainees deliver 'Taster' sessions on their heritage craft and create plan for organising and facilitating their workshop, with group discussion and feedback.
- Trial delivery of workshop by each trainee. With an audience of The Trainer, trainees, mentor, project coordinator, and volunteers.
- Curation of supporting documents and materials to aid the lessons and inform the teaching resource. Group discussion and feedback. Complete progress and evaluation review.
- Consolidation of sessions. Trainees should be prepared to deliver their workshops safely in schools. Trainees should have planned inclusive workshops, that are well-resourced and timed and take into the demographics of each school. Advice and guidance given on managing challenging situations and writing and understanding Risk Assessments (previously agreed by the school and project Coordinator).
- Complete evaluation.

Application Instructions: Your responses to these criteria will be marked as part of a blind recruitment process. The person that scores highest in this process will be invited to an informal Zoom call to discuss your proposed outline for one of the sessions above, with the programme coordinator, Ruth.

To apply for the position of Trainer for our Crafting Heritage practitioners, please submit the following to jobs@cartwheelarts.org.uk any queries can be directed to Becky@cartwheelarts.org.uk or call 01706 361 300 and ask for Becky. The deadline is Friday 23rd August 12:00 noon.

1. Your CV
2. Contact details of 2 referees
3. A cover letter outlining your experience in relation to the following criteria: (maximum 2 pages or a short video maximum 5 minutes).

Your experience in training creative facilitators	Essential	Application
Your experience working in primary schools	Essential	Application
Your experience working with individuals who have experienced forced migration	Essential	Application
Your knowledge of diverse heritage crafts	Desirable	Application
Your experience of creating teacher resources	Desirable	Application

Please note, appointment will be subject to our own DBS check and references.