

Job Title	Workshop Facilitator - ReCreate
Job Objective	
<p>To programme and co-ordinate the delivery of an ambitious series of workshops designed to achieve delivery of our vision of 'inspiring curiosity, creativity, care for the environment & one another'</p> <p>ReCreate delivers an exciting suite of over 250 workshops each year in a wide range of settings to include: Schools, Community Groups, Early Year Settings, Corporates and drop in.</p>	
Reporting Relationships	
Reporting To	
Executive Director	
Direct Reports	
Panel of external artists supporting delivery of workshops as required.	

Key Responsibilities/Duties
Operational Role:
<p>Facilitating Workshops</p> <ul style="list-style-type: none"> • Design, deliver & facilitate a wide range of workshops • Manage a network of professional artists and creative people to deliver workshops and facilitated sessions. • Supporting & training of artists on the ReCreate ethos, philosophy and expectations <ul style="list-style-type: none"> • Liaising with workshop facilitators to deliver successful events <p>Promotion</p> <ul style="list-style-type: none"> • Designing and producing events and marketing materials where relevant • Advertising and promoting workshops to ensure full take up • Creating advertising campaigns for workshops & promoting to ensure full take up • Managing the available budgets for the workshops & ensuring prompt payment • Source funding for workshops & completing funding applications • Managing online creative blog <p>Administration</p> <ul style="list-style-type: none"> • Managing the available budgets for the workshops • Overseeing and monitoring of the evaluation system • All administration duties associated with the above

Job Specifications	
Competencies/Skills & Knowledge	Level
▪ Familiarity with networks of artists	▪ Advanced
▪ Organisational and scheduling skills	▪ Advanced
▪ Database management skills	▪ Intermediate
▪ Understanding of school structures	▪ Advanced
▪ Presentation skills	▪ Advanced
▪ Understanding funding organisations and meeting their requirements	▪ Intermediate
Experience Required:	
▪ A minimum of 1 years' experience with evidence of project co-ordination activity in the arts.	

This role is funded through strand 3 of the Dept of Rural and Community Development, Community Services Programme and as such applications are particularly welcome from those that identify with the following groups: people with disabilities, travellers, ex-prisoners and recovering drug mis-use.