

Project Assistant

Trinity Community Arts (TCA)

Job Title: Project Assistant
Responsible to: Activities Coordinator
Rate of Pay: Expenses
Hours: Every Tuesday (if possible) hours can be adhoc to suit.
Contract: Voluntary

Introduction

Trinity Community Arts (TCA) is a charity that connects communities and contributes to urban regeneration, through a progressive programme of live music and creative activities. Based in a much-loved historic Bristol landmark, The Trinity Centre, TCA provides a cultural hub for the city, where people of all ages and backgrounds can come together to enhance their quality of life.

Trinity's Community Garden has been delivering regular classes and gardening sessions for a range of ages and groups since 2007. The garden is also used for a range of activities and events, including our annual garden party and fireworks party.

We have been running garden activities for the local community since 2007 and outdoor children's projects since 2013. In 2017/18 over 4000 people visited the garden and 627 people of all ages engaged in Garden projects and activities, incl community days, mental health and children's sessions. Over the next two years, funded by Children in Need, we will continue to work with local schools and colleges to offering weekly Forest School and gardening activities as well as holiday events throughout the year.

Role description

Trinity are seeking a volunteer to support the Project Coordinator and Project Facilitator to deliver creative outdoor activities and events for local children, families and community groups. These activities include; Forest School-based sessions i.e nature play, fire lighting, natural craft, den building as well as organic growing, foraging, harvesting activities.

The Project Assistant will help out with:

- helping to plan and make resources for our learning programme
- setting up and packing down resources/equipment for sessions
- supporting our activity sessions working with primary schools and colleges
- supporting holiday events where possible
- gardening tasks such as watering, weeding, planting
- keeping garden and grounds clear of rubbish and debris
- cleaning and maintaining tools and equipment

To be our project assistant volunteer, you will have:

- Good communication skills
- A willingness to learn new skills and share knowledge
- An ability to work as part of a team and use your own initiative
- A non-judgemental and open working approach
- Enthusiasm to learn facilitation skills in outdoor play, healthy cooking/eating, bush-craft, fire lighting, natural craft etc.

- An enjoyment of working outdoors in variable weather conditions throughout the seasons
- Passion for wildlife, nature-play and organic gardening

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class. A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Safeguarding

A Basic DBS (formerly CRB) will be required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

How to Apply

Please download an application form from the 'Get Involved' area of our website, which can be found at '<https://www.trinitybristol.org.uk/about/get-involved>' and send to claire@trinitybristol.org.uk

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