



Trinity Community Arts Ltd

The Trinity Centre, Trinity Road, Bristol, BS2 0NW

0117 935 1200 info@trinitybristol.org.uk www.trinitybristol.org.uk

Project Assistant

Trinity Community Arts (TCA)

Job Title:	Project Assistant
Responsible to:	Activities Coordinator
Rate of Pay:	Expenses
Hours:	Every Wednesday & other ad-hoc hours in the school holidays.
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. We are currently funded through Children in Need (2019-2022) and run weekly Forest School sessions with local primary schools and seasonal community events in the school holidays. The garden is also used for a range of activities and events, including our annual garden party and private functions such as weddings.

Role description

Trinity are seeking new volunteers (18+ years) to support the Activities Coordinator and Project Facilitator to deliver creative, outdoor workshops and events. We work with local children, families and community groups. Our activities include; Forest School-based sessions i.e., nature play, fire lighting, natural craft, scavenger hunts, sensory trails, organic growing, foraging and campfire cooking + much more...

As a Trinity Volunteer you will undergo an induction before you start which will give you information about us as a charity, chance to meet other members of the team and find out about perks of being a volunteer like travel and food expenses and becoming a member.

The Project Assistant will help out with:

- helping to plan and make resources for our learning programme

- supporting our activity sessions working with primary schools and colleges - opportunities to play, to have creative input.
- setting up and packing down resources/equipment for sessions
- supporting school holiday events where possible
- gardening tasks such as watering, weeding, planting
- helping to keep our garden clean and tidy

To be our project assistant volunteer, you will have:

- some basic experience working with children previously (please detail in your application)
- good communication skills
- good time keeping skills
- a willingness to learn new skills and share knowledge
- an ability to work as part of a team and use your own initiative
- an open approach to working
- 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. Trinity will cover expenses to process the application. If you are on the DBS Update Service - please send in your certificate number within your application.

How to Apply

Please fill in an application form [here](#)

If you cannot fill in the application online and need a printed version, please call us on 0117 935 1200 or email info@trinitybristol.org.uk

We look forward to receiving your application and if you have any queries at all, please do not hesitate to get in touch.

Thank you,

Team Trinity