

A large format version of this contract for services description is available on request

CONTRACT FOR SERVICES DESCRIPTION

Lead Visual Artist Tutor – Freelance position, Thursdays Make it!

Bloomin' Arts is a creative arts organisation driven by the voice of Disabled Adults. We are a growing charity that delivers collaborative opportunities for disabled people to develop skills, perform and work in the arts. In our small friendly workshops, our highly experienced artist tutors can focus on individual skills. We work to everyone's strengths enabling all to access art productions at any level they choose in a collaborative and welcoming environment.

We are looking for a Lead Visual Artist Tutor to deliver our Make It! group of learning, physically disabled and neurodiverse adults.

This group explore a mixture of visual art forms and your ability to lead and run the sessions with support of a team of arts assistants, or another lead tutor is key to the diverse creative nature of this group.

We are based in Lingfield, East Surrey, in a rural location close to the Kent and Sussex borders. Please note, you will need your own transport to get here.

Contract Details

- Thursdays, Contract delivery Hours start 9.00am – finish 1.30pm (session runs 9.30am- 1.00pm)
- 1 half a day a week for 40 weeks of the year– Termly contracts of services provided.
- Freelance Fee per weekly session – £79.50 per session.
- This is a freelance role, and you will be responsible for your own tax and national insurance. Payment is made through submission of a monthly invoice.
- Sessions are participant led, meeting the Make It! groups creative aims and ambitions and The Artistic Strategy of Bloomin' Arts.
- Point of contact: CEO
- DBS Enhanced check.

- On top of the delivery weeks. We pay for planning time for two half days a term for the course team to meet and plan.
- Monthly team meetings are paid extra as a flat hourly rate.

Bloomin' Arts is committed to safeguarding and promotes the welfare of all participants. We are committed to the promotion of equal opportunities. This post is classed as having a high degree of contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an Enhanced disclosure through the Disclosure Barring Service.

Make It! Group, Visual Art -Thursday delivery time 1.00pm – 4.30pm

For the Bloomin' Arts Make It! Group, we are looking for someone who is personable, enthusiastic, and professional, someone passionate about enabling the creative work of our participant artists and keen to support and develop creative talent in an accessible and inclusive way.

Our participants may attend with one to one or with two to one carers, while others attend independently.

There are 14 people who access the group with half of them bringing one to one support. It's a group who are keen to continue their visual artwork journey with a new Lead Tutor. This group have taken part in the Big Reveal in East Grinstead (Winter 2025) achieving third place and held an art exhibition in Tunbridge Wells. This group continue to grow and evolve as visual artists.

This is a space where participants are encouraged to find their voice and express themselves through visual art – whether that is speaking up, using their imagination, or taking the lead. It is a space for self-awareness, creativity and self-advocacy.

Skills and Characteristics for this role

- Warm and friendly
- A good organiser
- Enjoy working as part of a small team.
- Patient
- Flexible - sessions may need to change at times.
- Comfortable with multi-tasking and responding to change.
- Inclusive in your approach, adapting tasks so that everybody is included.
- Understanding that some participants attend with carers, while others are independent.

Contract Description- Leda Arts Tutor- Visual Art

- Visual Art training/qualifications and/or relevant years' experience required.
- Minimum one years' experience of leading creative inclusive sessions for adults with learning disabilities and /or neurodiverse adults.
- Lead, plan and deliver the Make It! visual art sessions, in an inclusive and accessible format.
- Teach high quality arts practices, to develop our participants professional artistic knowledge and experience, adapting to support everyone to access the course.
- Work with the Co-Artist and Arts Assistants to develop and deliver the high-quality creative work and projects.
- Working with the CEO and Fundraising Officer to provide in timely plans for group's projects to support the fundraising and project bids.
- Maintain a diary of activity and gather necessary evidence, including photographs and written documentation from all stages of work and projects.
- Work with the Community Engagement Manager to identify inreach/ outreach opportunities alongside volunteers needed to support the delivery of the Make It! group.

- IT Skills – Confident in using Microsoft packages Word, Excel, PowerPoint, Outlook and cloud-based systems. Apple Mac competence desirable. (training can be provided)
- Direct and co-ordinate Arts Assistants and volunteers supporting the Lead tutor in delivery of the Make It! Group.
- Writing of Risk Assessments (training can be provided)
- Confident in providing professional written and verbal communication.
- Able to work and communicate well in a team and build positive relationships
- Plan detailed outings and creative projects in collaboration with Co-Artists and the CEO.
- Available to attend monthly meetings, in person and/or digitally.
- Duties above are not exhaustive and may be subject to change over time.

Desirable

- Experienced in operating Mac computers.
- Availability and willingness to provide artistic cover for sickness/holidays.

BLOOMIN' ARTS PARTICIPANTS – CONTRACTORS DESCRIPTION

Personal Qualities:

- Be kind, helpful and honest.
- A good sense of humour.
- Respectful towards others
- Well organised.
- Friendly, outgoing, encouraging, reliable, dedicated, and committed

What we would like you to do:

- Get to know everyone's abilities and then find ways to encourage us to achieve more...if that is what we want.
- Encourage and support us.
- Don't take over, be cool, be calm

- Help support and enable individuals to participate when asked
- Be committed to helping us in shows and special events
- Help us stay safe in sessions, workshops, and performances
- Follow the group rules—they apply to everyone

How we want to be treated:

- With respect, while helping us to be independent.
- In a friendly and encouraging way.
- With honesty and trustworthiness.