

COVENTRY CITY OF CULTURE TRUST CASUAL ACCESS SUPPORT ASSISTANT ROLE

Reports **DISABILITY INCLUSION MANAGER**

Role: CASUAL ACCESS SUPPORT ASSISTANT
Salary: £15.00 - £20.00 per hour (shift dependent)
Timescales: Role to commence ASAP

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 11,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and to tell the story of the city that moves.

JOB DESCRIPTION

The Trust is looking to appoint Casual Access Support Assistants, managed by the Trust's Disability Inclusion Manager, to ensure the active inclusion and engagement of individuals with access support needs in the work of the Trust.

THE ROLE

- To actively support to minimise all barriers to access in line with the Trust's Access Strategy
- Providing additional access and inclusion support, as required, during projects, programmes and events

COVENTRY CITY OF CULTURE TRUST
2 CROFT, COVENTRY, CV1 3AZ

REGISTERED ADDRESS: 2 CROFT ROAD, COVENTRY, CV1 3AZ,
COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

- Supporting disabled and neurodiverse team members and programme participants in a person-centred approach, on an ad-hoc basis, with examples of activity including:
 - Helping to establish strategies to support their work, such as time-management, prioritising workloads and creating a work / life balance
 - Help support with change and transitions which may occur within the nature of the work
 - Provide a day-to-day touch point (weekdays)
 - Note taking support at meetings and events
 - Creating systems, processes and building life management skills
 - Buddying around all activities including independent practice time
- Actively engage with the organisation's vision and mission and strategies regarding artistic ambition, equal opportunities, diversity and accessibility, participation and engagement, environment and sustainability and evaluation and monitoring
- To be aware of, and undertake to comply with and to help develop, the Trust's policies and procedures including, but not limited to, GDPR, Health and Safety, Safeguarding and Diversity and Equality and Inclusion Policies

PERSON SPECIFICATION

- Personal and professional interest in access, equality and inclusion
- Demonstrable experience of supporting disabled or neurodiverse people
- Person-centred approach to addressing individual support needs
- Knowledge and understanding of specialist services for signposting desirable
- Ability to work creatively and flexibly, with good interpersonal skills
- Personal and / or professional interest in arts, heritage and culture
- Excellent organisation skills, with the ability to balance and prioritise workload
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or within commuting distance of Coventry
- Must to able to provide an up to date DBS check or be happy to complete a DBS check

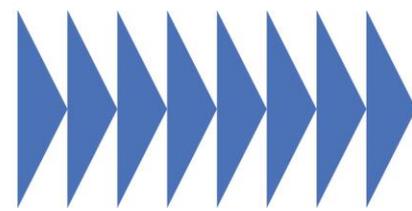
GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development



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activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs.

Applications should be sent to recruitment@coventry2021.co.uk.

TIMETABLE

Advertised – 20th December 2021

Deadline for submissions – Apply now - interviews to be held on an on-going basis

Interviews – ASAP based on applications received

Please note: The Trust reserves the right to close the vacancy if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

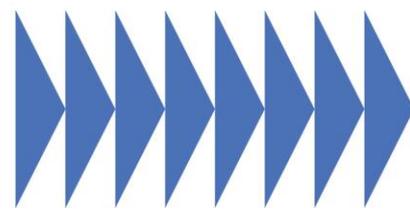
Salary: £15.00 - £20.00 per hour (shift dependent)

TERMS AND CONDITIONS

- This is a fixed term casual worker position until June 2022
- Exact working hours are to be agreed on an adhoc basis
- Paid monthly in arrears on submission of a timesheet



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- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Trust full time holiday entitlement is 33 days per annum including public holidays. For this fixed term contract holidays will be calculated on a pro rata basis. This will be based on hours worked. Any accrued and unused holiday will be paid at the end of the contract. Holiday must be taken at a time to suit all colleagues
- The successful candidates will be welcomed into the Trust and supported through an induction and training process
- Owing to the short-term nature of this position, there is no probation period
- The notice period for this position is one week
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



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