

## Entelechy Arts

### Job Pack & Job Description

### Relationship & Access Co-ordinator (Older People)

### Maternity Cover



## **Job summary**

We are pleased to share that we are looking for a Relationship & Access Co-ordinator (Maternity Cover) to join the Entelechy Arts team!

You will be working closely with the Entelechy Arts and Meet Me teams to support isolated older people to connect to our Meet Me programmes including Meet Me at the Albany. You will help to deliver and expand our work that enables isolated older people to participate in meaningful weekly creative and social activities.

**Hours: 21 hours per week (3 days, to include Tuesday)**

**From: January 2023 – 30 September 2023 (maternity cover contract).**

**Terms: £24,000 - £26,000 (pro-rata).**

**A mixture of office and remote working.**

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## **About Entelechy Arts**

Entelechy Arts is a hub of artists and changemakers creating pioneering projects which bring together art, care, wellbeing and community. We work with people who experience loneliness and face barriers to social and cultural opportunity and visibility: disabled adults and older people experiencing physical or mental ill health.

Our mission is to create a more equal society and reduce loneliness through our artistic programmes. Our work demonstrates the powerful creative contribution that any individual can make to the world, and brings people together. We empower communities to make artistic work with individual, local, national and international impact, co-created with our Associate Artists.

Entelechy Arts is joint architect of *Meet Me at the Albany*, an initiative that was provoked by the question “*What could be possible if isolated older people were supported to attend their local arts centre, instead of a day centre?*”. This ongoing initiative that we run in partnership with the Albany has received national acclaim and exemplifies how great art and collaboration can transform the lives of older people living in our communities.

As a response to Covid-19, together with the Albany, we developed a programme of remote creative activities (creative clusters) to maintain social and artistic contact with isolated older people living in their own homes. Since transitioning back to in-person

activities, we have maintained the two weekly 'creative cluster' groups delivered by telephone for people unable to attend our programmes in person.

[www.entelechyarts.org](http://www.entelechyarts.org)

## **About the role**

The Relationship and Access Co-ordinator is responsible for supporting our members – both new and current, to access and feel welcome within the in-person and remote creative programmes that we run. They work closely with external partners including local social prescribing agencies to manage 'referrals' to the programme, with transport providers to manage transportation to the in-person programmes, and adult social care teams. This role sits within the small core team at Entelechy Arts who work closely with our Meet Me partner, the Albany.

## **Key Objectives and Priorities**

The post holder provides practical support – including communicating with members (telephone and letters), arranging transportation and facilitating other access requirements, ensuring participant members are offered the appropriate support to enable them to attend.

Priorities of the programmes are:

- Ensuring that isolated older people are supported to access an ongoing weekly programme of creative activities, with built-in mechanisms of care for individual participants when necessary.
- Supporting people to remain socially connected, maintaining and building new friendship networks.
- Supporting people to become engaged in shared projects, engendering a sense of common purpose.

## **Duties and Responsibilities**

- To recruit and register older adults to our programmes including 'creative clusters', *Meet Me at the Albany*, *Meet Me on the Move* and *Meet Me at the Movies*
- Maintaining positive relationships with GP practices, health and social care multi-disciplinary teams and social prescribing Link Workers, who are making referrals to our programmes.

- To discuss the person's interests and access needs with them, and identify available options within the programmes that could assist the person to improve their independence and health and wellbeing.
- To work with the Meet Me Producer and Entelechy Arts team to support individuals to join an appropriate creative group and facilitate follow-up check-ins to ensure that inductions have gone smoothly.
- To develop an ongoing relationship with all members, ensuring that individuals who may present with concerns or challenges are referred appropriately to partner agencies.
- To work with the Meet Me Producer to assist with volunteer recruitment and induction programmes.
- To manage and prioritise own caseload, in accordance with the needs of the programmes.
- To support evaluation of the programme via questionnaires to monitor outcomes of the programme and support volunteers to gather other data when necessary.
- To raise and follow up on safeguarding concerns, in line with Entelechy Arts' Safeguarding Policy.

## **Key Tasks**

- To promote the programmes within local health, community and adult social care networks.
- To recruit and register new referrals to the programmes.
- To support individuals to join appropriate programmes, including providing basic guidance for phone technology, access support or transportation.
- To attend relevant Entelechy Arts/Meet Me Team Meetings.
- To refer individuals back to Link workers, relevant GP's and social work teams if required where needs are not met within the Entelechy Arts provision.
- To work with the Meet Me team to support smooth running of the clusters and in-person activities including attending and supporting some of the sessions.
- To keep accurate and up-to-date records on relevant Entelechy Arts systems.
- To build boundaried relationships with people on a one-to-one basis, making telephone assessments where appropriate within organisations' policies and procedures.
- Identify, escalate and act on any safeguarding concerns that may arise.
- Manage a small access related budget.
- Book and problem solve accessible transport schemes for attendees.

## Terms

Fixed term January – September 2023 (9 months Maternity Cover)

£24,000 - £26,000 pro rata

3 days (21 hours) a week

Normal office hours are 9.30am - 5.30pm, Monday to Friday (with one hour for lunch)

25 days holiday (pro rata) plus public holidays (pro rata) and 1 day for 'A Date to Create'

Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)

Normal place of work is the Albany, Deptford (SE8)

Flexible hours and remote working options can be agreed, but please note that one of the office working days should be a Tuesday to correspond with when *Meet Me at the Albany* takes place.

DBS required

## Equal Opportunities

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

## Access & Support

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch to discuss how we can meet your support or adjustment needs for your application or interview. If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Gaia by email: [gaia.bini@entelechyarts.org](mailto:gaia.bini@entelechyarts.org) or by phone: 075 9358 0572 who will be able to discuss further or arrange support.

## Application

To apply, please email your C.V. and a covering letter (max one side A4) to Gaia: [gaia.bini@entelechyarts.org](mailto:gaia.bini@entelechyarts.org) **by 9am, Monday 7<sup>th</sup> November 2022.**

Interviews will be on Wednesday 23<sup>rd</sup> November 2022 in person at the Albany (SE8 4AG).