



Nottinghamshire Hospice
adding life to days

JOB DESCRIPTION

SECTION IDENTIFICATION

Job Title:	Compassionate Arts & Crafts Group Facilitator
Responsible to:	Bereavement Services Lead
Grade:	Band 2
Hours:	4 hours per week (term time only)
Contract Type:	12-month fixed term contract
Team:	Counselling and Emotional Support Team
Location/Base:	Community-based venues across Nottinghamshire

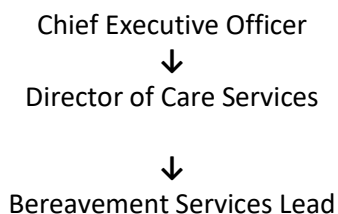
SECTION 1 – JOB SUMMARY

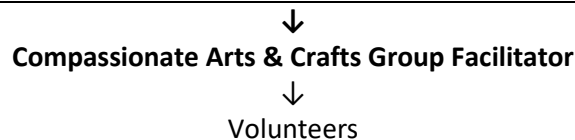
Nottinghamshire Hospice is seeking a compassionate and creative Arts & Crafts Group Facilitator to lead our community-based Compassionate Arts & Crafts Group sessions. These welcoming and inclusive groups provide opportunities for people to connect, express themselves creatively, and build supportive relationships through art and craft activities.

Many of the people attending may be bereaved, caring for a loved one, living with a life-limiting condition, or experiencing social isolation. The facilitator will create a safe, supportive and non-judgemental environment where individuals feel valued, heard and encouraged to participate at their own pace.

This role is ideal for someone with experience in facilitating a variety of creative arts and crafts activities and a genuine passion for supporting people with kindness, empathy and compassion.

SECTION 2 - ORGANISATION CHART/ ACCOUNTABILITY





SECTION 3 - MAIN DUTIES AND RESPONSIBILITIES OF THE POST

- Ensure Nottinghamshire Hospice's commitment to equity, diversity and inclusion is embedded in all areas of people practice.
- Act as a champion for equity, diversity and inclusion, challenging poor or inappropriate practice in all areas of Nottinghamshire Hospice delivery of service. This is not restricted to the Counselling and Emotional Support Team.
- Set up and prepare the venue before each session.
- Plan and deliver engaging, accessible and varied arts and crafts activities suitable for a wide range of abilities and experiences.
- Create a warm, welcoming and inclusive atmosphere where all participants feel comfortable and respected.
- Encourage participation, creativity and social connection among attendees.
- Adapt activities to suit varying abilities, needs and energy levels.
- Support and signpost individuals who may be experiencing bereavement, illness, caring responsibilities or loneliness with sensitivity and compassion.
- Manage art materials, equipment and resources, ensuring they are used safely and appropriately.
- Maintain a safe environment in line with Nottinghamshire Hospice policies and procedures.
- Help promote the group, monitor attendance and collect and share feedback with the Bereavement Services Lead.
- Liaise with hospice staff and volunteers to ensure the smooth running of the Compassionate Art Group.
- Promote the values of Nottinghamshire Hospice through all interactions with participants, volunteers and community partners.

SECTION 4 - THE PERSON SPECIFICATION

ESSENTIAL

- Experience facilitating art, craft or creative activities with diverse groups.
- Excellent interpersonal and communication skills.
- Ability to build positive and supportive relationships with people from a range of different backgrounds.
- A compassionate, empathetic and non-judgemental approach to session delivery.
- Confident working independently and taking responsibility for session delivery.
- Ability to manage group dynamics calmly and confidently.
- Good organisational skills and the ability to manage resources effectively.
- Understanding of confidentiality, limits of competence and professional boundaries.
- Commitment to equity, diversity, inclusion and belonging.
- Competent IT skills. Able to use Microsoft 365.
- Understanding of data protection and commitment to safeguarding vulnerable adults.

DESIRABLE

- Experience working with people who are bereaved, living with long-term or life-limiting conditions, or experiencing social isolation.
- Knowledge of community-based wellbeing programmes.
- Experience of working alongside volunteers.
- Relevant qualification in art, creative facilitation, community engagement or a related field.
- Basic first aid and safeguarding awareness.

SECTION 5 - WORKING CONDITIONS / EFFORT

- The post will involve both planning and delivering group sessions.
- There is the requirement to work with different art/craft materials and guide users through activities.
- Travelling is a requirement of the job role and therefore it is essential to hold a Full UK Drivers licence, have access to a vehicle and to be able to provide evidence of 'Business Use' motor insurance, purchased at the postholders' expense.

SECTION 6 - COMMITMENT TO HEALTH AND SAFETY, CONFIDENTIALITY AND EQUAL OPPORTUNITIES

HEALTH AND SAFETY / SECURITY

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

INFORMATION GOVERNANCE

Nottinghamshire Hospice is required to maintain compliance with the NHS Information Governance Toolkit. All staff must ensure compliance with the requirements for information management and security. Should a breach occur all staff are required to report it immediately to their Line Manager and the Data Protection Legislative Controller.

INFECTION CONTROL

Nottinghamshire Hospice has its own policy for Infection Control. All staff must keep up to date with the new policies and subsequent implementation in practice.

All staff must contact their Line Manager if they are suffering from any form of infection with may put patients and other staff at risk.

NO-SMOKING POLICY

Nottinghamshire Hospice has its own smoking policy which details the Hospice is a non-smoking organisation. The policy applies to all staff at all times.

DIVERSITY, INCLUSION AND BELONGING

Nottinghamshire Hospice is committed to fostering a culture of equity, diversity, inclusion and belonging across our workforce and in the way we care for our patients, families and communities. We are continually learning and evolving to create a working environment in which people belong and thrive. We actively challenge discrimination and work together to create an environment where all voices are heard, and everyone has a genuine sense of belonging.

We warmly welcome people from all backgrounds, recognising that diverse experiences, identities and perspectives strengthen our organisation and enrich the services we provide. We particularly encourage applications from people within minoritised ethnic communities, people with disabilities, and men, as these groups are currently underrepresented within our workforce.

Our Diversity, Inclusivity and Belonging Policy is available on the Hospice's Intranet. It applies to all Nottinghamshire Hospice staff, and we rely on each member of our team to champion these principles in their everyday work—treating all individuals with dignity and respect and reporting any behaviour that does not align with our values or that discriminates on the basis of protected characteristics.

PERFORMANCE REVIEWS

The Hospice is committed to regular Progress & Achievement Conversations (PAC), including setting and reviewing objectives and developing/implementing personal development plans for all staff to enhance and support their ability to fulfil the requirements of their post.

SECTION 7 - CONFIDENTIALITY AND FREEDOM OF INFORMATION

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time. All information held by Nottinghamshire Hospice is subject to the UK General Data Protection Regulations 2018. You will be required to observe Nottinghamshire Hospice policy on the data Protection applicable to your role, functions and wider organisation requirements. Breaches of the regulations or any aspect of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact. In addition to the above confidentiality requirements, you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

SECTION 8 - JOB DESCRIPTION AGREEMENT

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Hospice's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the post holder prior to the changes being made.