



Zest Medway Coordinator Search
January 2024

About Bright Shadow

Founded in 2009, Bright Shadow is a Kent-based arts organisation and charity that draws together people living with dementia and professional artists to co-create projects that stimulate and enrich daily life.

We believe that artistic expression has the power to transform our sense of wellbeing. Creative experimentation in an equitable, accepting environment enables us to grow in confidence as we follow our curiosity together.

Through regular creative workshops, events and one-to-one sessions, connections and relationships are built, new passions discovered, and communities strengthened as places of encouragement, purpose and joy.



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Bright Shadow staff team

Clare Thomas: Creative Director
and Chief Executive

Niamh Barnard: Finance and
Operations Manager

Charlotte Chapman: Finance
Associate

Jess Urwin: Project Manager

Steve Turner: Whitstable Zest
Coordinator and Volunteer
Coordinator

Miriam Betts: Deal Zest Coordinator

TBA: Hythe, and Medway Zest
Coordinators



Bright Shadow is one of a small number of specialist UK arts organisations at the forefront of the dementia positive movement. We take an immersive arts-based approach, enabling participants with cognitive and sensory impairments to engage in a range of accessible ways. We actively encourage the use of the imagination and meet people in their creative mind-space, validating their experience of life in the present moment.

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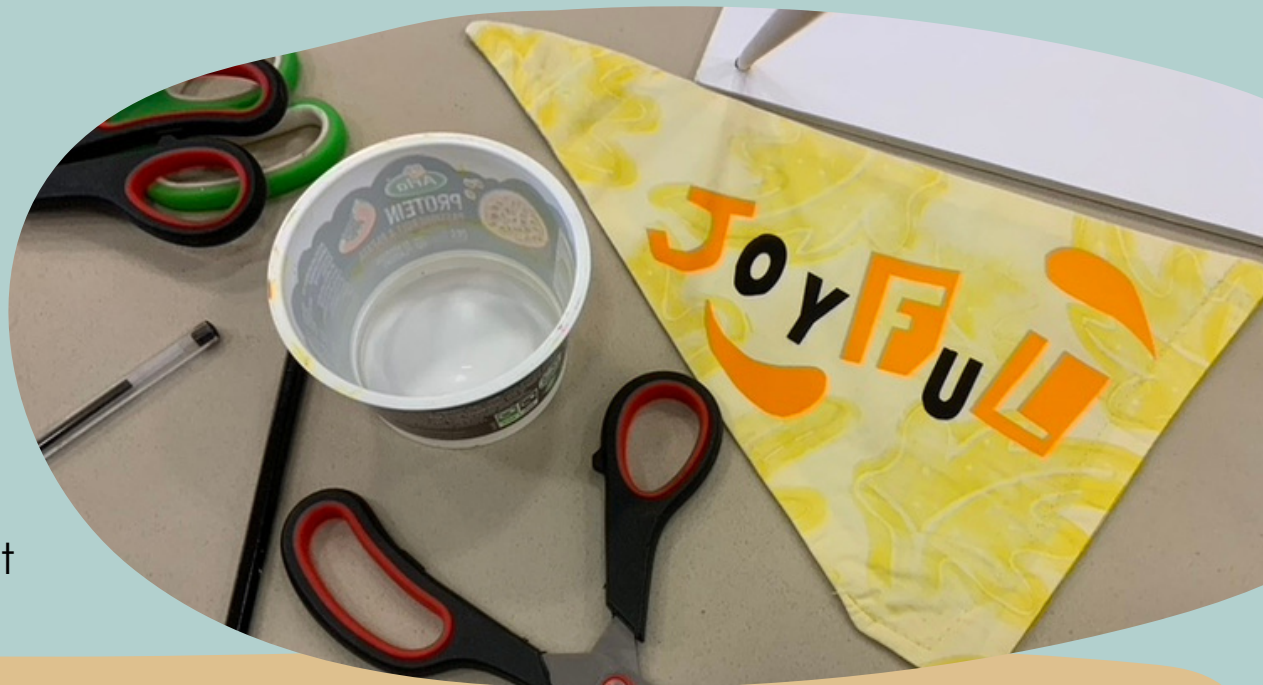
What is Zest?

Zest is our award-winning, weekly creative programme for people with memory problems or dementia, and their friends and family.

Groups meet at the same time weekly and join in sessions delivered by expert artists from a range of disciplines. These sessions support creativity for everyone in the room. Previous Zest sessions have included working alongside poets, musicians, dancers, photographers, illustrators, and more!

Zest runs weekly* in Deal, Hythe, and Whitstable (each group has a dedicated Coordinator). We're bringing Zest to Medway for the first time in Spring 2024. That's where you come in!

*Our Zest programme runs for 42 weeks out of 52 each year.



Zest Hythe Coordinator Search

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The Role

Our Zest Coordinators are the friendly, reassuring and consistent face of our award-winning creative arts Zest groups. They are dementia-positive, willing to try new things and above all know how to create a relaxed atmosphere in which others can thrive. Good, basic administrative and IT skills are needed as well as a love of team-working. If you are curious, caring and reliable we'd love to hear from you!

We're looking for a Coordinator that might be able to join the Bright Shadow team in early 2024 to support the recruitment of participants to the group, as well as develop a good relationship with our venue, in advance of sessions starting.

All of our Zest Coordinators are supported by our Project Manager, and are line managed by our Finance and Operations Manager.



Zest Hythe Coordinator Search January 2024

Job Description

ROLE SUMMARY:

- To support people living with and affected by dementia to fully access their Zest group.
- To support professional artists in delivering creative sessions for people living with dementia and their supporters.
- To liaise with participants and their families and to carry out administrative duties between each weekly session.

POST REPORTS TO: Projects Manager

LOCATION: Medway

HOURS: 5 hours per week, 42 weeks per year.

SALARY: £24,057 Pro Rata

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Key Duties and Responsibilities

In Sessions

1. Work closely with artists and other colleagues to deliver a safe and high-quality experience.
2. With the Project Manager, ensure that the artist(s) has everything needed on workshop days.
3. Prepare the room before sessions and clear up at the end.
4. Working with colleagues and within policies, ensure that the session is a safe and accessible space for all concerned.
5. Welcome and settle participants at the start of sessions and ensure safe departures as per each person's agreed plan at the end of sessions.
6. Model participation by joining in with sessions wherever possible and assisting participants to engage fully.
7. Supervise the work of volunteers in sessions and liaise with the Volunteer Coordinator as needed.
8. Act as point of contact for Bright Shadow with venue, community partners, support organisations, participants and families on session days.

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Key Duties and Responsibilities

In Sessions

9. Ensure that any donations are collected at the end of each session and keep donations safe until they can be passed on to an office-based colleague.
10. Ensure that the attendance register is taken at the beginning of each session.
11. Where required, purchase, prepare and serve refreshments to participants and ensure that all crockery used is washed and put away and the kitchen is left clean and tidy.

Administrative

1. Contact participants prior to each session to remind them about the session and to offer companionship/signposting/support.
2. Keep an up-to-date contact list for the group.
3. Monitor attendance and participation of the group and complete simple weekly data capture/reporting.

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Key Duties and Responsibilities

Communications and Data

1. Document the sessions using photography, recording and/or film on equipment provided.
2. Contribute to promoting the sessions through social media and other marketing channels.
3. Support our monitoring and evaluation processes by collecting and logging specified monitoring and evaluation data and facilitating researchers' work.

Other Duties

1. Attend team/supervision meetings and undertake any training for the role as and when required. (Additional hours would be agreed where necessary.)
2. When possible and if requested provide cover for colleagues at other locations. (Additional hours would be agreed.)
3. In consultation with the Project Manager, attend local networking meetings and events to promote Zest as and when required (additional hours would be agreed).

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Person Specification

The Person Specification states the minimum knowledge; skills and experience required to carry out the job and is used for both short-listing candidates for interview and to identify the areas to explore in an interview.

Competency

Excellent interpersonal skills, communication skills and empathy

To undertake an enhanced DBS check

Excellent organisational skills

Experience liaising with community partners

Sensitive to people's needs and the safeguarding of vulnerable adults

Competent IT skills, including social media

Good initiative and ability to work independently

Essential



Desirable

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Person Specification

Competency

Knowledge/understanding of dementia
Experience of preparing risk assessments
Previous experience working with older adults
Experience of supervising volunteers
Experience of working for an arts organisation

Essential

Desirable



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How to apply

Please fill in **the application form** which you can download from our website, and once completed send to us along with your CV via email to **recruitment@brightshadow.org.uk**.

Your CV should be no longer than 2 pages, and should include all relevant work, voluntary and educational experience.

Filling in our **equity and diversity monitoring form** is optional, but really helps.

Application deadline - 12th January 2024
Interviews - week of 21st January 2024

Bright Shadow is an Equal Opportunities Employer

If you require reasonable adjustments to assist you in the application process, please contact recruitment@brightshadow.org.uk

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Bright Shadow CIO
Registered Charity No. 1171042



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