

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title: Community Disability Arts Engagement Assistant**

**Department:** UCL Global Disability Innovation Hub

**Salary:** £15.00 per hour (London Living Wage)

**Hours:** Flexible - To be discussed with the appointee

If you are interested in applying for this post, please contact Dr Tim Adlam for further information on t.adlam@ucl.ac.uk.

Applications should be made by sending a CV and covering letter to derick.omari.20@ucl.ac.uk by 1st September 2021. Your letter should describe your interest in the post and how you plan to meet its goals. Please note, there is a fixed budget of £2000 available to support the person for this post and a budget of £1000 to put into events and other activities to build the collaboration.

The UCL Global Disability Innovation Hub is innovating in research and education for a fairer world for disabled people. Based at Here East on the Olympic Park, we are working to build collaboration between local artists and disabled people in East London, and the GDI Hub research and education teams, including students studying on our MSc in Disability Design and Innovation.

We are looking to recruit a disabled person immediately for a short-term post to support our engagement work and develop collaborations with East London artists, disabled people and disabled people’s groups. We have some contacts to help get you started.

Objective for the project is:

* Engage with the GDI Hub research and education teams and arts partners (Sadler’s Wells and the V&A, for example), and East London disabled people’s groups and artists to build future collaborative projects in research and teaching contexts. The UCL East community engagement team will be able to help support this activity.

You will build contacts with the groups and people identified above, through direct personal contact and running targeted engagement events.

You will need to be able to work online and in person in the East London area, using MS Teams, Zoom or potentially other platforms as needed for online meetings.

**Reports to:** Dr Tim Adlam

**Responsible for:** Supporting the development of community arts and collaboration between disabled people, artists and GDI Hub in East London.

**Working with:** Global Disability Innovation Hub research and education, UCL East Community Engagement Team, the UCL Trellis programme, East London artists, East London disabled people’s groups.

**Main purpose of the job:** To support the development of engagement between the Global Disability Innovation Hub and its partners, and arts and disability organisations and individuals in East London, and to gain funding for future collaborative activity.

**Key responsibilities and outcomes:**

**Engagement**

* Engagement with the GDI Hub research and teaching teams and artists in East London who are interested in working with disabled people, leading to collaboration between GDI Hub, its partners and the East London community.
* Engagement with the GDI Hub research and teaching teams and disabled people in East London who are interested in working with artists, leading to collaboration between GDI Hub, its partners, and the East London community.

**Communications**

* Support the creation and development of social media content including website, twitter, and YouTube (where appropriate): resulting in an understanding of how to produce, generate and develop online content.

**Personal Responsibilities**

* Personal Work Planning: resulting in the effective and efficient use and prioritisation of activities to enable the enable the delivery of meetings, collaboration events and publicity materials, including the use of Outlook and other digital planning tools.

**Standard Clauses**

This job description reflects the current requirements of the post, and as duties and responsibilities change or develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post will be expected to meet UCL’s expectations of core behaviours, as outlined in [www.ucl.ac.uk/hr/od/core-behaviours/index.php](http://www.ucl.ac.uk/hr/od/core-behaviours/index.php)

The post holder will be supported to maintain their own continuing professional development in order to meet the requirements of the role.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out their duties in a resource efficient way and actively support UCL’s Sustainability policies and objectives within the remit of their role, see [www.ucl.ac.uk/greenucl/our-commitments](http://www.ucl.ac.uk/greenucl/our-commitments)

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

**PERSON SPECIFICATION**

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

**Job Title: GDI Hub Arts and Disability Engagement Assistant**

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|  | **Essential** | **Desirable** | **Assessed via:Application (A)Test (T)****Interview (I)** |
| **Knowledge, Education, Qualifications****and Training** |  |  |  |
| A degree **OR** equivalent relevant experience (this need not be an educational qualification) | X |  | A |
| Some working knowledge of Microsoft Office applications, including Word, Excel and Outlook or similar software applications | X |  | A |
| **Skills and/or Abilities** |  |  |  |
| Good team working skills, and the ability to work effectively as part of a multi-disciplinary team | X |  | A I |
| Ability to plan, prioritise and manage a demanding and varied workload | X |  | A I |
| Good communication skills, both spoken and written and the ability to work with a diverse range of audiences | X |  | A I |
| Good interpersonal skills, and ability to develop good working relationships with a range of colleagues and external partners (including public and voluntary sector agencies) | X |  | A I |
| **Experience** |  |  |  |
| A good understanding of East London, and the communities that work and live there |  | X | A |
| Ability to work creatively and innovatively to support the delivery of engagement activities |  | X | A I |
| Experience of volunteer roles within cultural or voluntary sector organisations |  | X | A |
| **Other requirements** |  |  |  |
| Demonstrable enthusiasm for a role in cultural engagement | X |  | I |

**Date compiled: June 2021 Written by: Tim Adlam**