



*We're a social enterprise supporting people with learning difficulties and autism into jobs with a future*

<b>Job title</b>	Potter
<b>Main Function</b>	<p>NOW are excited to offer a part- time potter position to a skilled potter who has an in depth understanding of ceramics as a visual language, which can engage and inspire, recognising the intrinsic role ceramics play in people’s lives and memories. Being design focused, the successful potter will balance an intellectual and hands on approach in all aspects of the creative process.</p> <p>The potter will be responsible for helping to develop a vibrant pottery programme in a new arts centre, Loaf Pottery, in the heart of Crawfordsburn. The potter will create and produce a unique line of functional commercial pottery for NOW to retail. They will also deliver a series of highly creative, engaging and dynamic pottery classes to a variety of participants including, participants with disabilities, learning difficulties and autism, the local community, arts and voluntary groups.</p>
<b>Location</b>	Loaf Pottery, Crawfordsburn
<b>Reports to</b>	Arts Business Development Manager
<b>Hours</b>	20 hours per week (will include evening and weekend work)
<b>Salary scale</b>	<p>£25,000 annually pro rata</p> <p><i>Please note that this is a fixed term post to 31 March 2019</i></p>
<b>Benefits</b>	<p>22 days annual leave plus 12 statutory days (pro-rata)</p> <p>Holiday purchase scheme</p> <p>Work Life Balance Policy</p> <p>Access to confidential Staff Counseling &amp; Financial Advice Service</p> <p>Stakeholder Pension Scheme</p> <p>Employers for Childcare registered</p> <p>Bike to Work Scheme</p>

### **Mission**

Supporting people with learning difficulties and autism into jobs with a future.

### **Vision**

A society where people with learning difficulties live, work and socialize as valued citizens.



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## **Main Responsibilities**

### **Pottery**

1. To have an in depth knowledge of all general pottery procedures and a working knowledge of current ceramic techniques.
2. To operate and maintain pottery machines such as, kilns, pottery wheels, glazes and arts and crafts supplies.
3. To ensure that consistently high standards are maintained in pottery production.
4. To ensure that high standards of cleanliness and hygiene are maintained in the pottery studio at all times.
5. To advise on and ensure that all necessary materials for pottery are procured in consultation with line manager and ensure appropriate stock levels are maintained.
6. Ensure that health and safety procedures are established and necessary safeguards are in place and appropriate training provided to users.

### **Creative**

7. To design, create and produce a bespoke line of functional commercial pottery to be sold at the centre to generate revenue to help meet company goals.
8. To ensure that a realistic and achievable timetable is set for pottery production and that all agreed goals are met.
9. To keep pace with all new developments and techniques in pottery and ceramics.
10. To actively engage in the arts and craft sector to build networks of artists that can contribute to Loaf Pottery's arts programme.

### **Teaching**

11. To teach methods, procedures and practices to all participant groups.
12. To create dynamic, creative and engaging pottery classes that inspires participants and ensures long-term engagement.
13. To create and teach classes that meet the needs of any client group, including participants with disabilities, learning difficulties and autism.

### **Other**

14. To work collaboratively as part of the Loaf Pottery team, helping to grow the artistic network of the centre, offer advice on arts related funding opportunities and actively participate in increasing community engagement in the arts.
15. Willing to undertake any training as deemed necessary



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### **Key Internal Relations**

The Potter will work closely with colleagues across the organisation to ensure that employment support is relevant to the needs of the individual participant and helps them meet their training and employment goals.

Key internal relationships include:

- Arts Business Development Manager
- Arts Centre Supervisor
- Programme Managers

### **Key External Relations**

- Existing and new Funders
- Community groups



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## **Personnel Specification**

### **Essential Criteria**

1. Able to be flexible and adaptable as hours of work may include evenings and weekends as necessary.
2. A qualification at degree level in an arts discipline or substantial relevant experience working as a potter.
3. The candidate will be required to demonstrate experience in:
  - An in-depth knowledge of all pottery procedures.
  - Designing, creating and producing pottery for retail.
  - Teaching classes to meet the needs of various client groups.
  - Meeting deadlines and being able to work to a production schedule.
  - Building and maintaining networks in the arts sector.
  - Good interpersonal and communication skills.
  - Good team working skills.

### **Desirable Criteria**

1. Experience of teaching participants with disabilities, learning difficulties and autism.

### ***Please note***

*If successful at shortlisting, candidates will be required to bring examples of their work and a design proposal for Loaf Pottery's bespoke line of ceramics to their interview.*



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## Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. These are displayed on the next sheet.

**Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.**

NOW Values	Behaviours -All Staff	Behaviours -Managers
<p><b>Courage</b> We challenge convention, ourselves and each other. We have the strength, willingness and determination to initiate, make things happen and to carry them through.</p>	Takes practical approach to problem solving, proposes solutions rather than presenting problems.	Demonstrates creativity and innovation in development of solutions
	Uses initiative	Has confidence to address difficult situations using effective negotiation skills with internal and external stakeholders
	Is resilient, flexible and embraces change.	Embraces organisational change and supports staff to see it through to implementation
<p><b>Accountability</b> We are all champions of NOW Group. We take personal responsibility for achieving our objectives. We act with openness, integrity and trust. We ask for help, admit to our mistakes and put things right.</p>	Committed to learning and developing in work	Is accountable for team performance, setting clear but challenging objectives which stretch develop and motivate staff
	Is open and honest when things don't go to plan. Reflects on own practice to improve.	Adheres to organisational guidelines in management of contracts, funds, data and personnel
	Takes responsibility	Acts as a strong role model for team, demonstrating commitment to the organisation and its leadership
<p><b>Collaboration</b> We are one company across all services and locations. We work towards a common goal through cooperation and teamwork. We are all NOW Group people and treat each other with respect regardless of status</p>	Is a strong team member, supportive of all colleagues and flexible.	Supports other teams and managers taking a corporate approach to meeting organisational objectives
	Communicates well with colleagues in other teams, shares ideas and knowledge	Communicates effectively to team to build trust and break down barriers
	Is an Ambassador for NOW and actively promotes all areas of the business.	Engages a range of customers and stakeholders using external networks to ensure organisational growth and success
<p><b>Impact</b> Our services change lives. We listen to our participants*, their families and communities and use continuous improvement to deliver results. We are relentless in our pursuit of success and excellence. (*also external and internal customer)</p>	Looks for and suggests ways to improve own and team performance	Committed to delivering high quality services through continuous improvement of own service
	Puts the participant/customer at the heart of service delivery, delivering services that make a difference	Seeks and uses feedback from participants/customers to make improvements to service delivery
	Always delivers to highest quality	Seeks and uses relevant data to measure impact of service