



Freelance Services Assignment

Service Provider:

Assignment period: October 2026 to March 2027 (initially)

Role: Freelance Creative Facilitator

Hours of work: 5.5 per day (1 or 2 days per week)

Location: Sovereign House, Unit B Sovereign Business Park,
Kingscroft Court, Wigan, WN1 3AP

Reporting to: Managing Director

Rate of pay: Dependent on experience (starting at £18/hour)

Purpose:

Using performing arts as the main medium, deliver a range of creative, interactive group sessions and workshops which promote inclusion, independence, total communication, social opportunities and advocacy. To support students to actively participate in group sessions and workshops. Co-produce performance pieces with students to perform, both in the company's premises and out in the community.

Responsible for:

Planning the service. Preparing the space and facilitating workshops. Producing project briefs. Organising events/projects. Recording and evidencing schemes of work.

Summary of Service Requirements:

- Plan, manage and facilitate interactive workshops.
- Ensure the smooth running of the service.
- Devise and direct sessions.
- Organise/book events and venues.
- Complete off-site activity forms and risk assessments.
- Assist in communicating events and activities to stakeholders.
- Identify external projects and activities that the company could get involved in.
- Contribute to the service planning process.
- Foster good relationships and links with parents, carers, students, community organisations and local businesses.
- Advise management of any ideas which might enhance or improve the level of service delivered to students.
- Participate in staff reviews and team meetings, if required.
- Actively talk and listen to students, allowing for personal choice.
- Promote the use of accessible communication methods.
- Respect the rights of students, whilst ensuring that their behaviour does not harm themselves or other people.
- Maintain records to evaluate students' performance and inform progress reports.

- Ensure that risk management, safeguarding, health and safety, fire evacuation, accident and incident, GDPR and all other company policies and procedures are adhered to.
- Report and record any accident or incident which may occur – no matter how minor, whether to a student or member of staff.
- Report to management any concerns about the actions of staff.
- Report immediately any noticeable changes in health, behaviour or circumstances of students, or any concerns about the student's care which may warrant investigation or urgent action – maintaining the student's right to privacy and confidentiality.
- Participate in external and in-house training as identified by management and take responsibility for maintaining and improving own knowledge and skills.
- Represent the company at external meetings, if required.
- Keep the workshop space clean and tidy, and make sure resources are put away in the right place at the end of each session.
- Work flexibly, including weekends and evenings if required.
- Carry out any other duties agreed by the post holder and management team.