

07 February 2023

Welcome to the Lantern Arts Centre, a Christian-based arts charity in South West London. We're delighted that you are interested in joining our team.

Based in Raynes Park, working closely with the Lantern Methodist Church and as part of the Lantern Centre, we are proud to have served as a creative hub for the community for over 25 years. We produce three large scale community productions each year, run thriving children's and youth theatre clubs, dance and acting classes, a community choir, film clubs, activities for toddlers and more. You can find out more about what we do at www.lanternarts.org

The Lantern Arts Centre (LAC) works closely with Lantern Methodist Church in a mutually beneficial partnership on a range of projects here at the Lantern Centre. The latest of these projects is the Lantern Hub which is based in what was the old Coffee House at the centre of our Raynes Park site. The vision for the Hub is that not only it will act as the conduit into the Centre and all of its activities, but it will also be a safe, welcoming space where people can access and be signposted to a wider range of information and services available across the borough of Merton.

The project has several aims. Firstly, to enable increased access to free and low-cost creative activities for all. Secondly, to increase awareness of creative opportunities that support mental health and wellbeing both in the building and in the wider community. Finally, through the Hub, to better establish Lantern Centre as a community resource; accessible and affordable creative and performance opportunities making a difference to the local and wider community's mental health and wellbeing.

This new role, which could be yours, is key to us achieving all of this. While the role is temporary currently, we are hoping to extend this in future. Our core staff team currently consists of the LAC Artistic Director, the LAC Operations Manager, the Minister of the Church and a church lay worker. You will be mainly responsible for being the 'face' of the centre, signposting people to our activities and local support services and collecting feedback from people we have an impact on.

If you have any questions about the role, or would like to discuss it informally please contact one of our Trustees, Kay Wingate by email to kay.wingate@lanternarts.org

We look forward to receiving your application.

Yours sincerely,



Martin Welsh | Chair of Trustees

JOB DESCRIPTION



Creativity & Community

Job Title: Lantern Centre Support Worker
Reports To: Operations Manager and Church Minister
Location: Raynes Park, Merton
Contract: Temporary (6 months), Part Time
Hours per Week: 15 (exact hours of work to be agreed)
Rate: £11.95 /hour (London Living Wage)

Job title	Lantern Centre Support Worker
Department / Section	Lantern Methodist Church and the Lantern Arts Centre
Main purposes of job	<p>Working as the “face” of the Lantern Centre in a ‘walk in’ and welcome space environment. You will be based in the Lantern Centre Hub on the ground floor of the building.</p> <p>Collect feedback using the designated form or use questions on the form and digitally record the outcome for the user.</p> <p>Know the diary and activities of the Lantern Arts Centre and the Methodist Church / Lantern Centre.</p> <p>Signpost those who request or have been referred to the Centre’s creative opportunities.</p> <p>Know what is going on in the local community each week.</p> <p>Signpost to most appropriate services in the local authority/charity sector commissioned by Local Authority.</p> <p>Invite local appropriate and relevant services to use the space and book information events to promote wellbeing through the arts.</p> <p>Research local and wider services to update and be informed in your role. As the role grows you may need to adjust the purposes of the role with the Deacon and the Artistic Director as well as the Operations Manager.</p>

<p>Key tasks</p>	<p>Welcome users and listen to their needs.</p> <p>Sign post to the right service or group.</p> <p>Support users to find their own information online.</p> <p>Record outcomes as a priority to use for future funding applications.</p> <p>Sell tickets for productions and support users to navigate the Lantern Centre website in order to join groups both Creative and for Support and Reflection.</p> <p>Attend and support Lantern Centre community groups: Play Zone and Silver Screen, Warm Welcome as well as agreed support for productions and events.</p>
<p>Key results / objective</p>	<p>A record of the difference that information and support has made to the user through use of outcome forms.</p> <p>Increased access to free (Silver Screen) and low-cost creative activities (productions, choir, dance) for those whose mental health or perhaps recovery from illness, improves by being involved in a creative group or attending a production.</p> <p>An increased awareness of creative opportunities that support mental health and wellbeing in the building, as well as supportive groups / services in the wider community.</p> <p>To better establish Lantern Centre as a community resource; accessible and affordable creative and performance opportunities making a difference to the local and wider community's mental health and wellbeing.</p> <p>Prevent food and financial poverty during the economic crisis by signposting users to financial and practical support provided by the borough.</p>
<p>Responsible for staff / equipment</p>	<p>Having booklets, posters and flyers available for activities and services in the Lantern Centre.</p> <p>Charged available laptop / desktop for common use</p> <p>Manage any volunteers (engaged by the Church (LMC) and LAC) allocated to you and ensure they are working to policy and procedure.</p> <p>Recording outcomes and statistics for the operations manager, Deacon and Artistic Director. Use Case Studies for example as evidence when appropriate.</p>
<p>Reporting to...</p>	<p>Artistic Director, Operations Manager and specific liaison with LAC trustees, LMC Deacon and LMC Lay Worker.</p>

Person Specification

Skills, Knowledge & Experience Required

Lantern Centre Support Worker		
Person Specification	Essential	Desired
Communication and Emotional Intelligence	✓	
IT skills, chrome, email and Google drive, documents	✓	
Good timekeeping	✓	
Create a calm, clean and respectful non-judgemental space	✓	
Organisational/forward planning skills	✓	
Understands the benefit of the arts on wellbeing and mental health.	✓	
Appreciates the Christian foundation of the Lantern Centre's Work.	✓	
Inquiring mind and solution finder		✓
Experience in the information sector/training will be given		✓
Community work experience/training will be given		✓
Qualifications: <ul style="list-style-type: none"> • Health and Social Care • Family Support Worker • Advice and guidance • Counselling 		Level 2 or above)

The Lantern Arts Centre believes that every child, young person and adult is entitled to live freely of abuse, harassment and bullying and, as such, is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

How to Apply

To apply, please submit your CV and a cover letter, outlining how you meet the person specification by email to kay.wingate@lanternarts.org by **5pm on Friday 17 March 2023**.

Applications will be considered on a rolling basis. We therefore advise candidates to apply at the earliest convenience.

Eligibility & References

- Proof of eligibility to work in the UK is required.
- Post holders will be required to complete an enhanced DBS application prior to commencement of employment.
- Two references will be required; at least one reference should be from your current or most recent employer.

Accessibility

The Lantern Arts Centre is an equal opportunities employer and is determined to ensure that no applicant or employee receive less favourable treatment on the grounds of sex, age, race, disability, sexual orientation, gender reassignment, pregnancy and maternity, religion or belief or marital status.

Please inform us if you have any special requirements which we might need to consider in relation to the selection process, e.g., attending an interview. Please be reassured that any requests will not be considered during the interview and decision-making process.

For more information, or for an informal discussion about your suitability for the role please contact Kay Wingate one of our Trustees by email to kay.wingate@lanternarts.org