

# Co-creator, facilitator, all-rounder

Workshop delivery, programme co-creation, team support.

## About the role

We're on the lookout for someone who can lead workshops on a range of topics from basic woodworking, mosaicking, zine making, to bigger community build projects. Some bigger community builds in the past have included a pizza oven, allotment shed, and benches! We'll give you full training on how to teach all the skills needed in the workshops, these include using power tools and hand tools, such as drills, and saws.

The theme/topic of the workshops are set, but you will help create the workshop content alongside the rest of our team. You will also support with admin tasks and jump in to help the rest of the team when needed. We're a small organisation with no departments or team leaders, we all contribute where is needed and work as a team.

We work with diverse communities across South Yorkshire, you will be working within these communities teaching our broad range of workshop topics. When you are not leading workshops you will be working remotely.

Must be willing to undergo an enhanced DBS check.

## Skills

- Ability to engage people to learn new things
- Listening to what participants want and responding to it
- Understand the needs of the individuals in the classroom and be flexible in your teaching approach
- Think on your feet and be calm under pressure
- Work well on your own
- Confident speaking to different groups of people of all ages and backgrounds

- Willingness to learn new skills on the go without formal training sessions
- Able to use Microsoft office, Airtable, Xero and other software (training will be given for this)

## Details

### Salary

£28,000 FTE 30 hours (pro rata for hours worked, paid monthly)

We are open to job shares and flexible working arrangements.

### Pension

4% pension contribution

### Working week

Brightbox has a 30 hour work-week. We are looking for someone to work 21- 30 hours per week. There will be some evening and weekend work with dates given 3 months in advance.

### Holiday

6 weeks holiday including bank holidays (pro rata)

### Expected duration

1-year fixed term contract with potential to extend.

### Possible start date

Flexible

### Locations

The primary workplace will be Darnall, Sheffield. You should expect to work across locations in Rotherham, Sheffield and Bamsley. Ability to a drive and access to a car is a plus.

Any work outside of delivery will be completed remotely.



## Responsibilities

- Giving information and guidance on further courses
- Drive to venues with the workshop materials, set up, and deliver workshops
- Use power tools, hand tools, and other materials (full training will be given)
- Talking to schools and community venues to organise events
- Collecting and inputting data from participants at the workshops
- Giving feedback on how the workshops went to the rest of the team
- Being aware of health and safety & safeguarding in workshops

We'd love to hear from applicants that represent the communities we work with and welcome applications from young people, Black and Brown people, marginalised genders, and people who have a disability, impairment or learning difference. We are a team that values lived experience at all levels of our organisation.

If you would like to discuss alternative application and interview formats, or any support you need, please get in touch with Kisha at [hello@brightbox.org.uk](mailto:hello@brightbox.org.uk)

## Programmes

### Girls with Drills

Born out of a frustration with the lack representation of women using power tools, the #GirlswithDrills campaign has grown to encompass festivals, workshops, courses and brand collaborations. You will plan and deliver Girls with Drills workshops at a variety of venues.

Darnall Community Development Trust

Brightbox are developing a programme of DIY skills workshops for young people and women in Darnall. You will help to design and deliver this programme across venues in Darnall. This will lead to the purchase and stewardship of community land and buildings.

### Sheffield adult and family learning

Brightbox have contracts with Sheffield City Council to deliver DIY courses with a focus on maths, mental health and wellbeing. You will help deliver this programme and support with outreach to schools, community organisations and participants.

### Experimental community learning and making

Our projects change and adapt to suit the needs and wants of the communities we interact with. You will work with the team to develop and deliver community learning programmes that respond to needs, strengths and aspirations of the community.

## Interested? Here's how to apply:

To apply, [click here to complete the application form](#). The deadline for applying is 23rd September.

We offer feedback to all applicants after a recruitment decision has been made. Please respond to our decision email if you would like feedback.

## Questions

If you require more information or would like to talk to someone in our team, we'd love to hear from you. Please email us: [hello@brightbox.org.uk](mailto:hello@brightbox.org.uk)



Who we are

## Our Vision

Imagine a world where people of all genders and from Black, Brown and working-class communities are included in decision making. A future where lived experience is valued, and power is not given to individuals but is shared by communities through resources and equitable opportunity. That's our vision. And we believe creating makerspaces in every community can take us there.

## What we do:

We create community-led makerspaces - places where communities can meet role models, access technology and learning resources and can make informed decisions about career opportunities.

## How we do it:

We work alongside community and public services to design makerspaces where people can access role models and co-design programmes to support aspirations.

## Our Values

### Inclusive

Everyone deserves access to role models and career opportunities, no matter their gender, race, or background. We value lived experience and make sure that everyone has a voice in everything we do.

### Playful

We take risks, make bold decisions, and have fun doing it. There's no question too silly for us. We're human first and should enjoy what we do.

### Transparent

We openly share our challenges, barriers, successes, and failures. Everyone makes mistakes, and when that happens, we share our learning and make sure we do it better next time. For co-creation to work, everyone involved needs to be open and honest.

### Everyone is a learner

We're all learners and educators. Everyone has something to contribute; expertise and experience that should be valued.

### Integrity

We hold tight to our values, while still creating and welcoming discussion to help us improve our understanding and become better.

When communicating, be guided by the Brightbox brand, messaging, media channels and outreach plan.

