



Job Application Pack

Well-being Officer

June 2022

We are looking for Well-being Officers to support the running of Dreamachine, presented by Collective Act in partnership with NI Science Festival. Dreamachine is a new immersive experience, as part of UNBOXED: Creativity in the UK.

UNBOXED: Creativity in the UK will take place across Northern Ireland, England, Scotland and Wales. It will deliver a programme of ground-breaking new commissions with the ambition of providing unforgettable experiences and reaching millions, bringing people together and promoting creativity across the UK. Ten creative projects have been selected following an extensive R&D programme and rigorous assessment process to form UNBOXED's commissioned programme.

Led by Chief Creative Officer, Martin Green CBE, a new organisation, UNBOXED 2022 Ltd, has been established in Birmingham to curate, manage and promote the festival; working with strategic delivery bodies within each nation to devise, deliver and commission the programme. This investment comes at a time of need for sectors impacted by the global pandemic and will support the creation of work and jobs.

Additional paid training days will take place in the week beginning 18th July.

Live: Friday 22 July - Sunday 4th September 2022 Shift work with an average of 30 hours per week to include some weekend and evening work.

Location: Carlisle Memorial Church, Belfast

Salary: £15.00 per hour, equating to £27,300 annual salary with full time hours. Travel expenses will not be included.

Outline:

We are looking for Well-being Officers to join our Belfast team on a fixed-term basis. This is an exciting opportunity to play a pivotal role in a powerful new immersive experience that offers audiences an entirely new way of connecting with themselves, and each other. The Wellbeing Officer will be a friendly, engaging and responsible presence for visitors to the live event - promoting good wellbeing practice throughout the team, acting as a named point of contact when there are concerns and enacting reporting procedures in case of an incident.

This role includes training. All Well-being Officers must attend a training programme in Belfast in July for which you will be paid. The training will include Disability Awareness and

mental health first aid, along with an introduction to the experience and the related spaces. You will also be required to complete a full day of First Aid Training which will take place in Belfast.

We are committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background.

Key Responsibilities:

- Support participants after their experience, assisting and supporting them to take part in reflecting on their experience in an approachable, enthusiastic and professional manner
- Observe participants after the experience, ensuring their comfort and well-being
- Identify and support any participants who may have - or may become - vulnerable, agitated, distressed or disorientated and follow the procedures in place
- Provide well-being and mental health first aid support to participants and staff; use resources prepared by the event organisers to signpost participants and staff to sources of further support and advice
- Respond to any incidents relating to participant well-being as they arise, following agreed procedures
- Contribute to short daily reports on participant experience and feedback
- Adhere to the Safeguarding Policy and Procedures including reporting any safeguarding incidents or concerns immediately to the Designated Safeguarding Officer
- Helping to maintain a positive, flexible and collaborative working culture
- Operating in accordance with company practices, policies and procedures including diversity and inclusion, safeguarding, employment, health and safety and equal opportunities

DBS check

We aim to provide a safe environment for all our visitors, and Collective Act uses Safer Recruitment processes. As this role will require you to work closely with members of the public, including vulnerable adults, you would be required to apply for a DBS check if you were offered the role. This is in line with our Safeguarding Policy and is a key requirement of this role.

Person Specification:

Essential

- Previous experience in a well-being and/or care role
- Knowledge of policy and procedures related to safeguarding and mental health/wellbeing
- Ability to identify vulnerability and make appropriate interventions

- A demonstrable commitment to delivering excellent visitor care - this can draw from experience from a range of sectors including arts, education, health, retail, hospitality, leisure or office environments
- Excellent interpersonal and communication skills, and the ability to adapt approach according to differing needs
- Demonstrable experience in taking the initiative, and the ability to pre-empt and support any participant's needs
- Strong collaborative skills with an ability to foster good working relationships in a small team and with a range of colleagues and stakeholders
- A commitment to, and understanding of, the principles of inclusion and diversity and how to apply them in your daily work

Desirable

- Interest in participatory art projects and experience of helping to facilitate complex public activities

To apply

Please email jillian@nisciencefestival.com with 'Well-being Officer Application' in the subject line and submit a recent CV and a cover letter outlining your suitability to the role, with specific reference to the person specification. Please also complete an Equal Opportunities Monitoring form alongside your application.

Equal Opportunities Monitoring form: [Link can be found here](#)

If you would like to discuss an alternative format for making an application, please email jillian@nisciencefestival.com

Please state if you have a valid First Aid qualification.

This candidate search is being conducted by NI Science Festival Ltd. We may share your application details with our recruitment and project management partners. Job applications and personal details for unsuccessful applicants will be deleted within six months of receipt.

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