**About Unscene Suffolk**

Unscene Suffolk provides participative arts opportunities for adults in Suffolk who are visually impaired. Our main activities are regular drama workshops, which typically lead to a staged annual production, and a weekly singing group, predominantly singing for wellbeing but also working towards group performances as opportunities arise. During the pandemic both drama and singing groups continued online via Zoom. We are currently planning a return to in-person sessions (subject to national restrictions and guidance) from September. For more information visit [www.unscenesuffolk.co.uk](http://www.unscenesuffolk.co.uk)

**About the role: Freelance Singing Group Assistant**

**Purpose:**

The role of Singing Group Assistant is to ensure the smooth organisation of singing group sessions, facilitating attendance by members and supporting the Singing Leader with the practical aspects of running sessions.

**Essential duties:**

* Create weekly volunteer rota for participants who need guiding to/from public transport before/after singing sessions, liaising with volunteers, participants and Singing Leader as required. The Singing Group Assistant may be required to be a part of this rota.
* Attend workshops on Monday afternoons in term-time from 1.30-4.15 pm in central Ipswich (actual session runs from 2pm-4pm), setting up the room as required (usually alongside volunteers) taking into account any ongoing social distancing guidance
* Ensure that refreshment supplies including tea, coffee and milk are replenished each week. (Supplies paid for by Unscene Suffolk).
* Participate actively in sessions. N.B. Prior musical experience or knowledge is useful but not essential.
* Assist participants with guiding within the venue, and refreshments, as required.
* The Singing Group Assistant may be called upon to ‘hold the fort’ in the absence of the Workshop Leader in unforeseen circumstances.

**Practical details**

* The role is subject to an enhanced DBS check.
* Pay: £50 per session, to be invoiced monthly or half-termly.
* Should Covid restrictions require a return to Zoom, the Assistant will not be required to participate
* The role-holder will be required to undertake training in sighted guiding (paid for and arranged by Unscene Suffolk)
* This is a freelance contract, applicants will be responsible for their own tax and National Insurance.
* This role is suitable for someone wishing to gain experience of working with adults with visual impairment, and/or working as a community musician.
* Unscene Suffolk plans for 2022 include a collaboration between the singing and drama groups, working towards a summer production. Subject to securing funding, additional hours may be available for the Assistant at rehearsals and performances in mid-2022.

**Singing Group Assistant: Person Specification**

**Essential attributes**

Interest in helping people with a visual impairment to be independent and access activities.

Access to email and own mobile phone.

Organised and able to organise others.

Good communicator.

Willing to undergo a DBS check for work with vulnerable people.

Available in term-time

**Desirable attributes**

Experience of supporting people with disabilities.

Interest in or experience of singing

Familiar with Ipswich town centre.

Interest in or experience of facilitating arts activities.

Driving licence and access to a car (to support attendances by members at performances or outreach events outside Ipswich)

Please send applications or queries to: Unscenesecretary@gmail.com

**Closing Date: 30th July 2021**