

WATERSHED

Job Description



Funded by:



EUROPEAN UNION
European Social Fund



2nd December 2019

Position: Rife Mentor

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is ***Inclusive - We are people led.*** We listen to and engage with the broadest range of people. To achieve this in everything we do, we are striving to understand more about who applies to work with us. So we invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with the short listing panel.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed will work with shortlisted candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Watershed encourages applications from people of all backgrounds but for this role particularly welcomes applications from candidates who are Black, Asian and minority ethnic and/or from disadvantaged socio-economic backgrounds.

The closing date for all applicants is: Friday 3rd January 2020

Interviews will take place on: Thursday 9th January 2020

We will contact short-listed candidates before: Tuesday 7th January 2020

Please note that if you have not heard from us by the agreed date, you have been unsuccessful, and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Yours faithfully

Hannah Higginson
Engagement Producer

Creative Workforce for the future is funded by the West of England Combined Authority (WECA) and the European Social Fund (ESF).

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"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"
Zahra Ash-Harper, Pervasive Media Studio Producer.

Position: Rife Mentor
Grade: 3
Responsible to: Engagement Producer
Contract: Until December 31st 2020 / 20 hours per week

Purpose of the Job:

You will provide support and guidance to the Trainee Rife Content Creators involved in the [Creative Workforce for the Future Programme](#) Talent Network. Working with them in small groups and one-to-one to identify skills, overcome challenges and reach their goals.

[Rife](#) is an online magazine that supports young people to have their voices heard, develop skills in content creation and progress into the creative industries. We are currently advertising for new trainees – you can read more about the [roles here](#).

Through Creative Workforce for the Future, Rife Magazine (Watershed) is working with The Guild (Coworking Bath), Knowle West Media Centre, Spike Island, CYN The Station, Bristol City Council and UWE Bristol to support creatives and businesses across the West of England to develop both industry employment practices embracing inclusion and diversity as an asset, and nurture young talent from certain under-represented groups to gain the experience required to sustain a creative career.

You will collaborate with mentors based at the five other cultural hubs (Knowle West Media Centre, Creative Youth Network, The Guild Co Working Space, Spike Island and Bristol Museums) involved in the programme to share best practice and design delivery of the programme.

You will also work alongside a Senior Relationships and Inclusion Manager based at the University West England who will support the creatives and businesses to participate in a Continued Professional Development focused on inclusion and employ the creatives. Some of these companies will host the Trainee Rife Content Creators for their industry placements. Read more about this [here](#).

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Duties and Responsibilities:

- Identify and set goals with mentees
- Agree a structured schedule of meeting that suits mentees
- Build trusting relationships
- Agree action plans and review progress
- Identify mentees skills and explore how to package and present them to employees/clients
- Liaise with the Rife Editors (line managers of Trainee Content Creators at Watershed) and Senior Relationship and Inclusion Manager' to support the Trainee Content Creators to achieve their goals
- Liaise with mentors in other cultural hubs to share best practice and learning
- Make visits to mentees on placements
- Support mentees to develop strategies for dealing with challenges
- Support transitions from Rife to Industry and preparing for transition from the programme into Employment or Freelancing
- Increase self-confidence and self-esteem of mentees
- Working with the other cultural hub mentors contribute to the design and running of the programme and deliver sessions related to mentoring for the wider network of Rife Talent
- Monitor monthly training contract payments to Rife Content Creators, liaising with Finance Department and HR where applicable.

Key Performance Indicators

- Mentee action plans developed, and progress reviewed against goals
- Mentees feel supported and confident
- Positive working relationships with Rife Editors, Senior Relationship and Inclusion Manager and Programme Producer
- Positive contributions made to Talent Network design and delivery
- Mentee payments are monitored

Person Specification

Experience and Skills:

- Experience as a mentor in a similar setting
- Active listener and good communicator
- Open and honest
- Flexible and non-judgemental
- Ability to relate to young people and be a role model
- Understanding of the creative sector
- Understanding of inclusion practices
- Coaching qualification (desirable not essential)

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Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

- The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, previously known as a CRB check.
- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.

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