Job Profile

Reference Number	**01327**
Role Title	**Creative Health Worker**
Grade	Band 7 (Part Time 3 days per week 0.6 FTE)
Directorate	Dept of Environment
Service Area	Sport & Leisure
Reports to	Commuity Curator (JI)

Role Purpose (maximum of 3 points, with no sub bullet points)

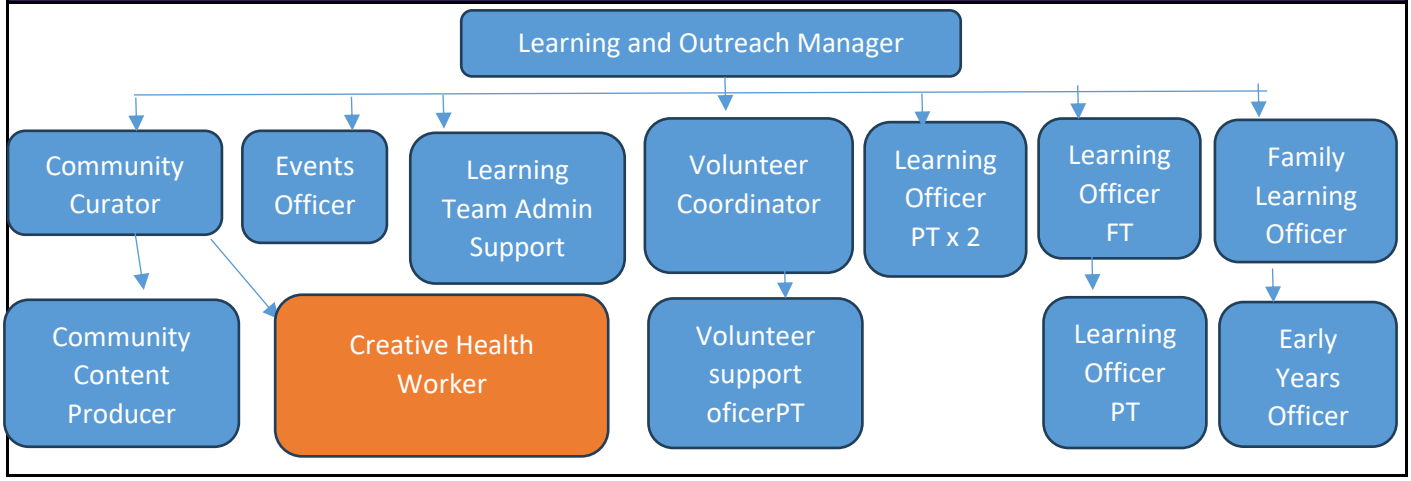
- Support South Asian and Black elders with brain health conditions to be participants in creative health programming to explore memory, identity and lived experience through creative practice.
- Co-produce two culturally specific memory boxes and test and share these resources with wider care organisations.
- Build on BDMG reputation as a valuable service in the provision of health and wellbeing.

Duties and Responsibilities (maximum of 15 points, with no sub bullet points)

- Develop accessible, inclusive creative sessions that work for people with different access needs and cognitive ability levels due to brain health conditions, that are culturally specific and appropriate for the target audiences of South Asian and Black older people.
- Develop two Memory Box resources that respond to the feedback, thoughts and contributions of the project participants.
- Maintain partner relationships with our existing project partners Black Health Forum and Karmand Centre, keeping stakeholder updated and informed of project progress, outcomes and impact.
- Provide administrative support to the project, including organising meetings, preparing materials, taking notes and maintaining project records.
- Assist with event logistics, accessibility arrangements, attendance monitoring and feedback collection (supporting the evaluator for the project).
- Record, collate and present information from meetings, workshops and engagement activities in accessible formats.
- Work effectively with museum staff, volunteers, stakeholders, community participants, consultants and partner organisations, supporting inclusive engagement and project delivery.
- Comply with council policies and procedures, including equality, safeguarding, health and safety, data protection and information governance requirements.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role
• No staff managed

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required

Essential

- Experience of working with Black, Caribbean Disaspora, and / or South Asian elders.
- Experience of working in a community or healthcare care setting using creative practice.
- Experience working with people with Dementia and using creative methods to improve brain health.
- Excellent and adaptable communication style to meet the needs of different audiences.
- Good organisational skills, with the ability to manage competing priorities and meet deadlines.
- Ability to communicate effectively and work collaboratively with colleagues, volunteers, stakeholders and members of the public.
- Ability to support engagement with a wide range of stakeholders and communities.
- Understanding of the importance of confidentiality, data protection and information governance when handling information.

Desirable

- Experience of supporting museum, heritage or community engagement activities.
- Experience of working within a local authority, museum service or publicly funded project environment.
- Experience of creating memory boxes or similar dementia or brain health related resources.

Key benchmarked competencies, traits and motives required to successfully deliver the role. These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	X
IT Packages	Uses a range of complex IT packages relating to area of work (i.e. Collections management databases, digital asset management systems, Microsoft office)	Desirable
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	Desirable
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	Desirable
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	X
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	X
Relevant Professional Qualification	Holds or working towards sector relevant qualification i.e. Museum Studies, Heritage Management, Information Management desirable.	Desirable
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	X
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	X
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	X
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	X

Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	X
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	N/A
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	N/a
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	N/A
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	N/A
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	N/A

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Completed by:	Pen Foreman	**Date:**	6/10/2026
Quality checked:		**Date:**	