

## Assistant Facilitators

### ROLE DESCRIPTION

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|---------------------|---|
| Role Title:         | Assistant Facilitator                           |
| Fee:                | Agreed on a sessional basis based on £16.25 ph. |
| Dates and location: | Varies according to project, please see below   |
| Interviews:         | 2/3 September 2025                              |

ArtfulScribe is looking for Assistant Facilitators to support several writing and literature projects taking place across Dorset and the Solent area from September 2025.

Assistant Facilitators work alongside an experienced writer/facilitator to support the delivery of writing workshops with a wide range of participants. The role includes welcoming and helping participants to engage with the content of the workshops, assisting with administration and collecting evaluation data, and writing up a journal of the session. A list of projects coming up is available below; you will need to be able to travel to the relevant venue for workshops and be available for safeguarding training at Mayflower Studios, Southampton, on 6<sup>th</sup> September 2025.

Successful applicants will demonstrate a strong interest in supporting others, developing writing and facilitation skills and gaining experience working in an environment that supports diverse voices. You will need to be able to express yourself clearly and effectively through the written and spoken word. Previous experience is not essential but you need to be 18 or over.

This role is a freelance contract: you will be responsible for registering as self employed if required and paying your own tax and national insurance. An up to date DBS check will be required. This can be arranged, if necessary, through ArtfulScribe.

### PROJECTS

#### **Young and Junior Writers, Lighthouse Poole, Saturdays 9.15am – 2.45pm 13 Sept - 18 Oct & 8 Nov – 13 Dec (with potential to be ongoing).**

Young and Junior Writers attend workshops led by professional writers, see Lighthouse performances, and have their work published or sometimes performed. The Assistant Facilitator will work with a lead Writer Facilitator to support three regular classes run on Saturday mornings on a weekly basis during term times for children and young people aged 7-10, 11-14 and 15-18. Workshops offer a safe, supportive environment, encouraging young writers to share work and to give and receive feedback in a respectful way that empowers voices in the workshop community.

#### **Plot Lines, Waterlooville, 12 days work on various dates as mutually agreed, Oct 2025 – January 2026.**

Using the power of storytelling and words to connect people, Plot Lines aims to gather, listen to and share stories and anecdotes from people who live in and near Waterlooville. The Assistant

ArtfulScribe C.I.C.

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Registered in England no 07986334.

Facilitator will support a lead writer to actively work with young people, creating, curating and documenting stories, anecdotes, ideas or conversations about Waterlooville, particularly Newlands, Berewood and the surrounding area, and people's experiences of living there.

**What Women Write, Southampton, various locations, minimum of 2-3 days work Oct-Dec 2025.**

What Women Write will engage women from underrepresented communities through the lens of female fiction, looking at themes such as civic life, gender, women's roles and expectations, and cultural traditions, facilitated through workshops led by local writers. Responding to Jane Austen 250, women from across the city will be facilitated to express their stories and fictional writing through multi-lingual visual and/or audible media. Working with a lead writer, Assistant Facilitators will support two or more workshops and be part of a final project sharing.

**ARTFULSCRIBE**

ArtfulScribe is a Solent-based literature development agency, delivering a wide and varied programme of classes, workshops, events and engagement activities for children, young people and adults, alongside professional skills development for writers.

At ArtfulScribe we believe in the power of literature to make meaningful change in people's lives, creating a sense of community, building confidence and resilience, and improving well-being. We increase literacy and nurture enjoyment of reading, writing and storytelling in young people. We empower marginalised voices in our local communities through projects that foster greater understanding of specific groups and celebrate differences. We aim to support the articulation of, and share stories and writing focused on, creating a better world, calling for action and encouraging hope on themes such as climate change, place-making, equity and inclusion.

We are a community interest company and have a small and friendly core team based at Mayflower Studios in Southampton, working with a wide range of associate writers and facilitators and supported by our expert Advisory Group.

[www.artfulscribe.co.uk](http://www.artfulscribe.co.uk)

**HOW TO APPLY**

To apply, please fill in an online application form here:

<https://forms.gle/JqYtxpeoRogWz7i96>

You will be asked to give your contact details, and write or record a brief expression of interest, detailing in your own words why you would be a good candidate for the role, your interest in creative writing and literature and working for the benefit of local communities, and any particular interest in one or more of the projects and why.

We recommend you aim for 250-500 words or a 2-5 minute video/audio recording, and encourage you not to depend on AI to complete your application, as we value diverse voices.

Please email [bridget@artfulscribe.co.uk](mailto:bridget@artfulscribe.co.uk) with any questions or if you have any problems accessing the online form.