

**Getting a job at Chilli Studios**

**Our guidance notes for applicants**

These notes are designed to help you participate fully in our staff recruitment procedures, and to assist you with providing all the information we need in order to understand how you meet the requirements of the job. Please read these notes carefully before completing the application form

Chilli Studios (Newcastle and Gateshead Arts Studio) Ltd is a registered charity. We provide support to those who are experiencing, or at risk of experiencing a wide range of diagnosed mental health problems, or social exclusion within their communities.

We assist members in developing skills in a wide range of creative based activities, these include: Drawing, Painting, Ceramics, Sculpture, Photography, Digital Media, Printmaking, Glasswork, Textiles, Creative Writing, General Arts and Crafts as well Music. Members are given the freedom to work independently in the studio or join any of our structured workshops which are delivered weekly.

Referrals come from a wide range of areas including Social Workers, Carers, Community Psychiatric Nurses, Occupational Therapists, Doctors and Support Workers. Each member is required to complete a form which gives staff the essential information required to facilitate a safe and well-informed working space. This information is stored on a secure database and is updated regularly.

Additional activities, services and events which are facilitated by Chilli Studios include: Chilli Bizarre (Art Café), regular exhibitions in local galleries, culturally relevant field trips, information sharing sessions, quarterly newsletters and monthly members meetings which greatly influences the direction of our work.

**OUR VISION**

**Creativity – improving Mental Health**

**OUR VALUES**

* **Contagious Enthusiasm**
* **Valuing People**
* **Sharing Experience**
* **Creative Freedom**
* **Serious Fun**
* **Celebrating Uniqueness**
* **Appropriately Different**

**Equal Opportunities Statement**

***Chilli Studios is******working towards achieving diversity and welcomes applications from all sections of the community.***

**Completing the Application Form**

The purpose of completing the application form is to enable you to be shortlisted for interview. Completed application forms are matched against the requirements set out in the Job Profile to create a shortlist of candidates who will be invited for interview.

You should study the Job Profile carefully before completing your application form. Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed in the Job Profile.

**Job Profile.**

The following tips have been designed to help you complete the application form as effectively as possible:

* Study all the information you’ve downloaded from our website about the job and the application form carefully before you begin to complete the form. Ensure that you are clear about what you’re being asked to do.
* Make sure that your application is specific to the job you are applying for as a standard application form, which you have prepared before, may not address all of the items in the Job Profile.
* CV’s are also accepted along with application forms.
* Think about the extent to which you possess the experience, skills, knowledge and interests necessary to do the job. You should then provide relevant information which addresses all of the items in the Job Profile. If possible, try to do so in the order in which they are listed. Give examples of your experience, knowledge and skills and write in a positive way. Remember to write about those things which you have personally been responsible for.
* Make sure that you complete all sections of the application form.
* Select those aspects of your experience, skills and interests that are relevant to the job. Remind yourself of your qualities and skills that you may take for granted.
* Remember to consider relevant experience, knowledge and skills acquired outside of paid work – for example, experience gained from community or volunteer work, or in your leisure interests.
* When listing your previous jobs, ensure that dates are correct and in the right order, stating your most recent employment first.
* Make sure that you return the form electronically before the closing date, and keep a copy for yourself. Confirmation of receipt will be sent back to applicant email that the form was sent from

**Shortlisting**

Shortlisting will take place immediately after the closing date and is will be undertaken by at least three people. When short listing we are making an assessment of how closely your application meets the criteria set out in the Job Profile. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven’t provided specific evidence, supported by relevant examples.

***If you have not received an invitation to be interviewed within 3 weeks of the closing date, you should assume that your application has been unsuccessful on this occasion*. *Due to the charities administrational capacity, regrettably feedback on unsuccessful applications will not be available.***

**Interviews**

The purpose of an interview is to identify the best candidate for the job. A panel of two or more people, including the Studio Manager, will interview you. The length of the interview will last for about 30 to 60 minutes. For most of the time the interviewers will ask you questions which relate to the requirements listed in the Job Profile. At the end of the interview, you will be given some time to ask a few questions yourself. It is advisable to have a few questions already prepared.

If you are short-listed for interview, we will contact you by email to invite you to interview. The email will give details of what the selection process will involve.

If you have a disability and need any adjustment to be made in order for you to participate in the selection process, please contact us immediately on receipt of our email inviting you for interview so that we can accommodate your needs.

**Offers of Employment**

Offers of employment will only be made by the Studio Manager. All offers of employment are made subject to receipt of satisfactory references appropriate disclosure of information for DBS (Police checks).

A three-month probation period will be in place.

The successful candidate will start at the posts stated salary with an incremental pay rise programmed in at 1%each year thereafter at the start of each financial year April to March

Chilli Studios is signed up with The Peoples Pensions and offers 4% employer contribution

Because of the nature of this role and the value Chilli Studios places in the wellbeing of its staff, arrangement about their preferred supervision, training and development needs will be made following appointment. This can include the use of external professional support providers if preferred.

Rehabilitation of Offenders **Act, 197**

Good luck and thank you for your interest in working with the team at Chilli Studios