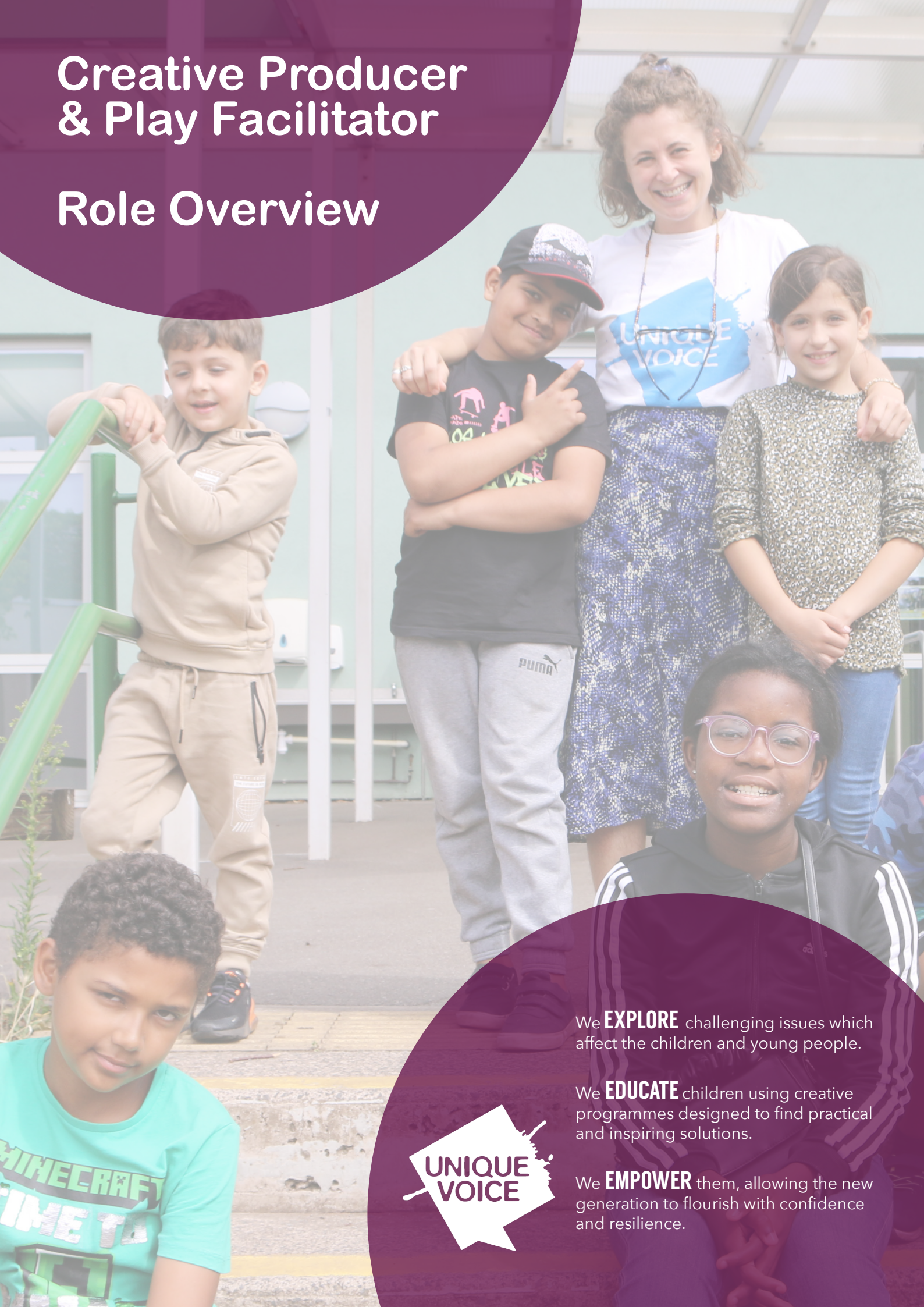


Creative Producer & Play Facilitator

Role Overview



We **EXPLORE** challenging issues which affect the children and young people.

We **EDUCATE** children using creative programmes designed to find practical and inspiring solutions.

We **EMPOWER** them, allowing the new generation to flourish with confidence and resilience.

**UNIQUE
VOICE**

ABOUT US

Unique Voice is a nationally accredited social enterprise working frontline in schools and communities across the South West and beyond.

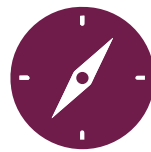
We deliver creative programmes using the arts as a medium to make a positive and long-lasting social impact. Our work is designed to enable children and young people to learn and grow in all aspects of their social emotional development.

We provide topical and engaging programmes and interventions on subjects such as mental health, aspiration, belonging, crime prevention, anti-bullying...

Our work aligns with OFSTED guidance, the PSHE curriculum, safeguarding and early intervention through targeted interventions, performances, films, workshops and resources.

We have a strong reputation for unlocking young people's potential, ideas and aspirations. We're never afraid in our approach to embrace new projects and empower systematic and social change in our communities.

At the heart of everything we do is the mission to enable children and young people from all walks of life to thrive; we use creativity and the arts to do this, harnessing practices such as drama, storytelling, poetry, music, art and digital media to;



**HELP DEVELOP TOOLS
TO NAVIGATE ADVERSE
EXPERIENCES**



**PROVIDE SAFE SPACES
TO PLAY AND EXPRESS
EMOTION**



**ENCOURAGE PROBLEM-
SOLVING AND CRITICAL
THINKING**



**PROVIDE SPACE TO
EXPLORE AND DISCUSS
CHALLENGING ISSUES**

The arts enable us to talk about and explore challenging issues children and their families might be experiencing and give us the tools to guide participants in discovering solutions and developing the long-term ability to make positive choices.

JOB DESCRIPTION

JOB TITLE

Creative Producer & Play Facilitator

CONTRACT TYPE & HOURS

Fixed Term for academic year 25/26
2-3 days per week (16 - 24 hours), Term
Time Only

PAY RATE & BENIFITS

Salary £29,000 (pro rata)
28 days holiday (pro rata), Birthday and
Wellbeing Leave, Workplace Pension

WORK LOCATION

Unique Voice Head Office, BS7, Summerhill
Infants School, BS5, Remote

JOB ROLE

Unique Voice is seeking a passionate, creative and adaptable individual to join our team as a Creative Producer and Facilitator. This hybrid role combines hands-on delivery of arts-based sessions with creative writing and programme development work carried out remotely and/or at our Head Office.

The successful candidate will facilitate our after-school club at Summerhill Infants School, leading a vibrant mix of arts and crafts, drama games, group play and mindfulness activities. They will also play a key role in the creation of written content for a range of Unique Voice programmes including holiday clubs, drama sessions, creative resources and newsletters.

This role is ideal for someone with strong creative instincts, confident facilitation skills and a deep passion for working with children and young people. The ability to build trusting relationships, communicate effectively and design accessible and socially conscious content is vital.

KEY RESPONSIBILITIES

Session Delivery at Summerhill Infants School

- Facilitate weekly creative after-school club sessions (14.45-18.00), incorporating arts and crafts, drama games, mindfulness and free play.
- Establish a safe, nurturing and engaging environment for children.
- Build positive relationships with children, parents, colleagues and school staff.
- Ensure safeguarding protocols are always followed and upheld.

Content Creation & Programme Development

- Plan and write creative content for:
 - After-school and holiday programmes
 - Arts, craft and drama activities
 - Social-emotional and mindfulness resources
 - Session plans and supporting materials
 - Newsletters and internal communications
- Collaborate with the wider team to ensure content is inclusive, engaging and aligned with Unique Voice's values.
- Stay responsive to the social-emotional needs and interests of the children and young people we support.

Creative Development & Team Contribution

- Contribute ideas for new programmes, activities and resource development.
- Adapt creative content to suit diverse learning needs and community settings.
- Attend team meetings and creative planning sessions (virtual and/or in-person).

PERSON SPECIFICATION

CHARACTERISTICS

- Ability to build an authentic rapport with children and young people.
- Ability to empathise with the different needs and concerns of children and young people.
- Are engaging, fun and imaginative.
- Are reliable, punctual and organised with the ability to effectively manage project work and timelines.
- A great communicator who can interact with both children, parents and school staff in an approachable and professional manner.
- Have an Enhanced DBS certificate registered on the Update Service or willing to undertake a new Enhanced DBS Check and register with the Update Service.
- Willingness to carry out company policies, in particular with regard to safeguarding and child protection.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Experience working with children in creative, educational or community settings.
- Strong facilitation skills and ability to manage a group independently.
- Proven ability to write engaging creative content for children and young people.
- A passion for safeguarding and promoting emotional well-being.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a collaborative team.
- Ability to travel independently to working locations.

Desirable:

- Background in arts, drama, education or youth work.
- Experience designing content for socially conscious or wellbeing-led programmes.
- Understanding of trauma-informed and inclusive practice.
- First Aid and Safeguarding training (training can be provided).

SAFER RECRUITMENT AND ONBOARDING

SAFEGUARDING

Due to our position of trust in our sector and the nature of our work with children and young people, all employees employed directly with the Company will be required to complete the Company Application Form to a required standard, provide suitable references and will be required to undergo enhanced DBS checking; as required by Keeping Children Safe In Education (KCSIE) protocol. Part of your role will be processing the safer recruitment of staff and as such this role is subject to a satisfactory Enhanced DBS check.

In the process of collecting references, we will request information regarding whether or not you are considered suitable to work with children and young people.

You will be required to bring identification and processing documents with you to interview; a list of suitable documents will be provided once you have been shortlisted.

EQUALITY, DIVERSITY & INCLUSION:

Unique Voice CIC is committed to actively encouraging equality, diversity and inclusion among our workforce and throughout the services we deliver.

Our aim is to eliminate unlawful discrimination of all kinds and provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

APPLICATION DETAILS

Please apply using the following link:

[Application Form](#)

All areas of the form should be completed in full in order to comply with our safer recruitment policy.

CLOSING DATE:

Friday 8th August 2025

This role is advertised for a set time period, however we will review applications as they are received, and if you are successful, you may be invited to interview ahead of the closing date for the position.

Please note, if we receive sufficient applications prior to the closing date, we could close the applications early.

INTERVIEW DATES:

First Stage: Online w/c 11th August 2025

Second Stage: In person at one of our Programmes w/c 18th August 2025

START DATE: Tuesday 2nd September 2025

If you wish to receive this information in an alternative format, or you wish to discuss the vacancy, application or interview process more fully, including adjustments which can be made to remove any barriers to your application, please contact a member of the recruitment team through any of the following methods:

EMAIL: meg@uniquevoice.org

PHONE: 0117 428 6240

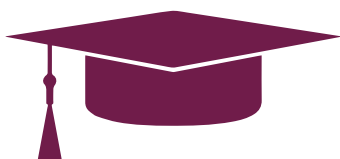
OUR SERVICES

Our work lives in three main categories:



COMMUNITY

With the support of the DfE, local businesses and our Help100 Club, we provide free holiday provision and activity packs for hundreds of disadvantaged children and young people each year. We've provided over 16,700 activity packs to date and over 650 spaces for disadvantaged young people during 2023 alone. Please follow this link to read our [Community Impact Report 2022](#).



EDUCATION

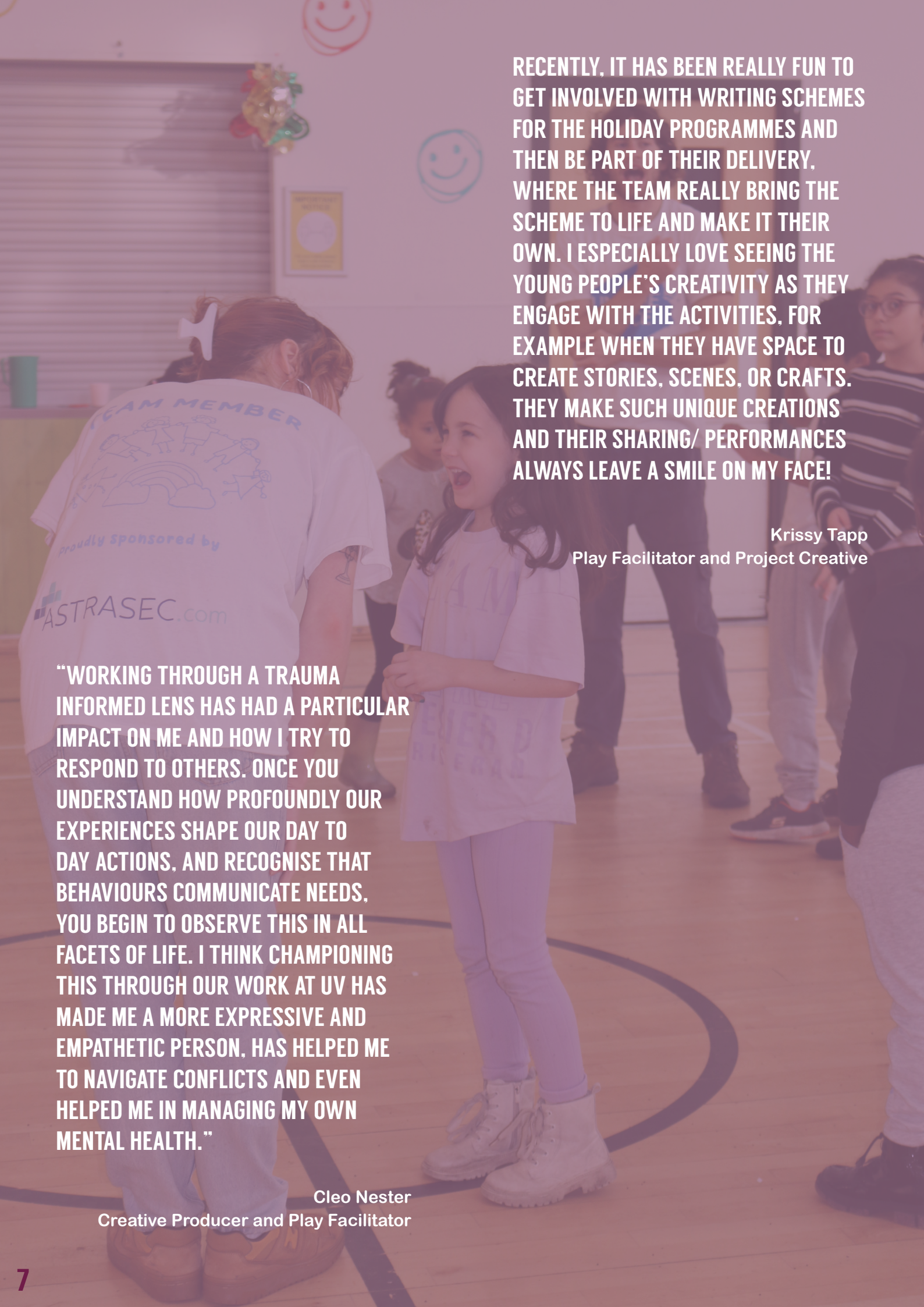
We deliver innovative PSHE workshops in educational settings that explore relevant social themes through creativity and the arts. As part of this work we have developed our very own Mental Health Toolkit to support educators in delivering this challenging but invaluable topics.



COMMISSIONS

We are commissioned by organisations to deliver bespoke projects to young people, creating arts-based programmes for charities, foundations and community groups.





RECENTLY, IT HAS BEEN REALLY FUN TO GET INVOLVED WITH WRITING SCHEMES FOR THE HOLIDAY PROGRAMMES AND THEN BE PART OF THEIR DELIVERY, WHERE THE TEAM REALLY BRING THE SCHEME TO LIFE AND MAKE IT THEIR OWN. I ESPECIALLY LOVE SEEING THE YOUNG PEOPLE'S CREATIVITY AS THEY ENGAGE WITH THE ACTIVITIES, FOR EXAMPLE WHEN THEY HAVE SPACE TO CREATE STORIES, SCENES, OR CRAFTS. THEY MAKE SUCH UNIQUE CREATIONS AND THEIR SHARING/ PERFORMANCES ALWAYS LEAVE A SMILE ON MY FACE!

Krissy Tapp
Play Facilitator and Project Creative

"WORKING THROUGH A TRAUMA INFORMED LENS HAS HAD A PARTICULAR IMPACT ON ME AND HOW I TRY TO RESPOND TO OTHERS. ONCE YOU UNDERSTAND HOW PROFOUNDLY OUR EXPERIENCES SHAPE OUR DAY TO DAY ACTIONS, AND RECOGNISE THAT BEHAVIOURS COMMUNICATE NEEDS, YOU BEGIN TO OBSERVE THIS IN ALL FACETS OF LIFE. I THINK CHAMPIONING THIS THROUGH OUR WORK AT UV HAS MADE ME A MORE EXPRESSIVE AND EMPATHETIC PERSON, HAS HELPED ME TO NAVIGATE CONFLICTS AND EVEN HELPED ME IN MANAGING MY OWN MENTAL HEALTH."

Cleo Nester
Creative Producer and Play Facilitator



OUR VALUES

COMPASSION

We approach everyone with empathy, respect, honesty and inclusivity, always.

CREATIVITY

We create and shape bold innovation to empower and inspire young minds to think critically and make well informed decisions.

CURIOSITY

We embrace the chance to listen, learn, make mistakes, discover solutions and grow with and for our audiences.

COLLABORATION

We aim to build trusting relationships through meaningful connections and partnerships that make a lasting difference and legacy.

CHANGE

We are committed to making a difference to the lives of individuals and communities through every interaction, however large or small.

FOR FURTHER INFORMATION

Please email
theoffice@uniquevoice.org

HEAD OFFICE:

Unique Voice CIC
St Bonaventure's Business Centre
Friary Road
Bristol
BS7 8AF
Tel: 0117 428 6240

