



## Arts Activity Vehicle Driver and Technician

**Position:** Arts Activity Vehicle Driver and Technician

**Location:** Office based in Belfast and with the vehicle will require travelling across NI

**Hours of Work:** 25 hours per week (Part Time)

**Contract Period:** 12 months (Extension subject to continued funding)

**Days of Work:** 5 days per week (Between Monday – Friday including weekend and evening, as per project requirements)

**Salary:** £23,800 pro rata, plus company pension and health benefits

Parking Facilities: Free onsite parking

**Application Process:** We required candidates to apply by submitting a CV, followed by shortlisting and selection for interview and if successful then appointment to the position by the end of September 2024.

We are looking for an experienced driver to drive the [ArtCart](#) with the technical ability to manage the digital equipment and material resources in the office. This role requires flexibility to ensure that our organisation is available to offer creative activities on board the ArtsCart in the communities across NI, while ensuring that all arts material/digital equipment resources for the work are properly managed and maintained.

WheelWorks is leading regional youth arts charity, since 1995 we have been working together with young people aged 4-25 and their community all across Northern Ireland. We support young people's social, educational and cultural development through accessible and codesigned programmes. Using creative fusion of traditional and digital art forms, harnessing the arts for learning and change we give the young people a creative voice to share their wishes and interest.

The ArtCart vehicle is the only service of its kind in Northern Ireland and can travel to any location. The ArtCart outreach activities provides an inspiring mobile space for young people and communities to come together for creative learning while exploring possibilities and having fun. On the ArtCart, we offer enjoyable experiences using a fusion of digital and traditional arts activities. This aim is to igniting creativity amongst young people and their communities.

As an experienced driver you will be supporting our outreach work in the community, youth clubs, festivals, and events across Northern Ireland (NI). As the arts technician you will be responsible for managing all types of resources ie digital equipment and arts materials

including supporting the staff and freelance artists/facilitators with the resources needed to deliver the creative activities.

Some key duties are outlined below.

### Key Duties include

#### Driving the Vehicles:

- Driving to and from event/festival/session locations, setting up and assisting artists as required during the session/activities
- Looking after all the maintenance and upkeep of both the vehicles
- Arranging servicing, safety inspections, MOT tests, electrical checks etc
- Maintaining cleanliness of the vehicles before and after a session/event
- Loading of equipment on and off the vehicle as required
- Maintaining all the health and safety needs of the vehicle and ensuring all risk assessments are updated as required for delivering the activities at various locations across NI
- Liaise closely with ArtCart coordinator and WheelWorks team members for their scheduled ArtCart activities, equipment usage, and materials needed

#### Technical support in the office:

- Responsible for managing all of WheelWorks equipment and materials.
- Responsible for managing and maintaining WW inventory ie digital equipment/resource systems and procedures
- Assisting in digital support with regards to App updates and IT equipment updates
- Assisting project coordinators and artists with their Arts workshop's material needs
- Purchasing equipment and materials as required/as per budget and in line with procurement procedures
- Coordinate and arrange equipment and materials as required for the projects/ activities
- Managing and maintaining the organisation's digital equipment and materials booking in and out systems for projects/activities
- Assisting with basic IT setup of office computers and tech, and liaising with IT company as required
- Assisting in maintaining health and safety aspects in the office and Tech studio, i.e. IT, Technology, visual art equipment, and digital equipment

### General Duties

- Contribute and adhere to good practice in all aspects of WheelWorks delivery, including the organisation's Health & Safety, Child Protection / Safeguarding, Equal Opportunities, data protection, Pro Diversity Policies, and the Code of Behaviour for Staff & Artists.
- Maintain all ArtCart project related administrative and quality requirements
- Ensure that all ArtCart bookings are maintained and are up to date on the WheelWorks Calendar and relevant artists, equipment has been booked/organised in advance

- Maintain regular time management of your office working hours and schedules time spent at outreach activity sessions/events
- Undertake any other reasonable tasks relevant to the delivery of WheelWorks overall work plan
- Provide general office, administrative & support needs as part of a small team
- Managing a busy workload and ensuring deadlines are met

## PERSONAL SPECIFICATION

- Minimum 4-5 years' experience as vehicle driver
- Drivers must be aged 21 and have held a category B licence for at least two years (a mobile project vehicle may only be driven on behalf of a non-commercial body - however, drivers who passed their car test before 1 January 1997 are not under these conditions)
- Strong interpersonal skills for collaborating with staff teams
- Excellent understanding of digital equipment and material resource management systems and procedures
- Excellent organisational skills and attention to details
- Strong time and team management skills
- Experience working to deadlines
- Administration skills & high level of IT literacy including Microsoft office/Exce

This is an amazing opportunity for a highly motivated, self-starter, passionate individual who will share our vision to forge new creative and inclusive spaces that inspire and empower individuals to express what matters to them.

## Other Information

This job description will be subject to review in the event of changing circumstances and may include other duties / responsibilities as may be determined in consultation with the post holder. The working times stated are required for the job role. Due to the nature of our work with young people all staff and facilitators are required to be checked by Access NI and provide two satisfactory references. It is not intended to be rigid and inflexible but should be regarded as providing standards within which the individual should work.

For more information, please email Farah Chowdhury CEO, at [farah@wheelworksarts.com](mailto:farah@wheelworksarts.com)

