

# RICH MIX



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**ARTS COUNCIL  
ENGLAND**



**FAMILIES WORKSHOP ASSISTANT**

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**AUGUST 2025**

# JOB DESCRIPTION

**JOB TITLE** | Families Workshop Assistant

**SALARY** | £60 per four-hour session, Tuesday afternoons and Sunday mornings

**LOCATION** | Rich Mix, 35-47 Bethnal Green Road, London E1 6LA

**LINE MANAGED BY** | Head of Development

**CONTRACT TYPE** | Freelance

**HOURS** | Tuesday afternoons, term-time only from September 2025. Sundays, twice monthly from start of October 2025 – end of March 2026.

**CLOSING DATE** | 12pm, Monday 1 September 2025. We will be interviewing on a rolling basis so encourage early application.

**INTERVIEW DATE** | Rolling; final interviews will take place week commencing Monday 8 September 2025.





# PURPOSE OF THE ROLE

The **Families Workshop Assistant** will play a vital role in Rich Mix's Families programme, working alongside Play Workers from the London Borough of Tower Hamlets (LBTH) North West Family Hub and Rich Mix Associate Artists and facilitators to ensure high-quality workshop delivery on Tuesdays and Sundays.

This role is specifically focused on building meaningful connections and rapport with local families who participate in the programme.

The Families Workshop Assistant will work alongside the Creative Engagement team. They will cultivate trust and familiarity with participating families, encouraging regular attendance and creating a safe, welcoming environment during sessions.

The role centres on relationship building through creative play and sustainable initiatives, with a focus on environment, gardening, reducing waste, and food justice.

This position is ideally suited to a Tower Hamlets-based candidate with experience in creative play, community-led sustainability projects and a passion for direct community engagement.



# KEY RESPONSIBILITIES

## **SESSION SUPPORT AND PREPARATION**

- Support delivery of Play Lab creative play sessions on Tuesdays during term time, alongside Play Workers from the LBTH North West Family Hub (ages 0-6 years)
- Support welcoming families to Sunday sessions with sessional facilitators, focusing on greening/eco themed activities (ages 0-12 years)
- Support sessions including storytelling, creative play, games, arts and crafts activities, and other culturally specific programming
- Work within Rich Mix's Safeguarding Policy at all times, reporting any disclosures that arise directly to the designated Safeguarding Lead
- Set up activities and equipment for sessions
- Coordinate session logistics and materials
- Register and welcome all participants upon arrival

## **ADMINISTRATION AND REPORTING**

- Ensure participant data is accurately captured digitally
- Report attendance and engagement metrics to the Creative Engagement team
- Collect and document participant feedback for funding reports

## **COMMUNITY BUILDING**

- Foster an inclusive, supportive environment for all families, developing meaningful connections and relationships
- Build trust within the local community to encourage sustained participation and signposting to our wider programmes
- Act as a bridge between families and the broader Creative Engagement team and programme



# PERSON SPECIFICATION

## PREFERRED SKILLS, KNOWLEDGE AND EXPERIENCE

- Knowledge and experience of Tower Hamlets and its communities
- Passion for connecting with the hyper-local communities of Tower Hamlets
- Experience delivering work shops for children and families
- Ability to work with families in a creative play setting in culturally specific ways
- Knowledge of current best practice in safeguarding and Child Protection legislation
- Ability to capture and evaluate data and feedback
- Knowledge of risk assessments
- Hold a valid DBS (we can assist with this if needed)
- Experience managing and organising events
- Excellent IT skills, especially Microsoft Outlook, Word and Excel
- A passion for and keen interest in the work of Rich Mix
- Understanding of the importance of inclusion and diversity



# **HOW TO APPLY**

**CLOSING DATE | 12pm, Monday 1 Sept 2025. We will be interviewing on a rolling basis so encourage early application.**

**INTERVIEWS | Rolling; final interviews week commencing Mon 8 Sept 2025.**

Please submit your CV along with a personal statement (max. 500 words) about your experience and passion for working with families, and why you're excited about the opportunity to make a difference in our local community.

We are particularly keen to hear from Global Majority candidates that are from, or have a connection to, Tower Hamlets.

If you would like to apply in a different format, please contact [recruitment@richmix.org.uk](mailto:recruitment@richmix.org.uk) to arrange this.

## **DATA PROTECTION NOTICE**

Equal Opportunities Monitoring forms are not shared with the hiring panel and are kept securely and only used for aggregated and anonymised reporting.

By applying for this role you consent to Rich Mix processing any personal data you include within your application. All personal data submitted will be processed and stored in accordance with the requirements of the UK Data Protection Act 2018.



# WHO WE ARE



**Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in East London. Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture.**

Our wide-ranging programme consists of around 300 events every year and focuses on music and a live events programme including spoken word, contemporary performance, cabaret, comedy and visual art as well as new release studio and independent cinema and film festivals across our three screens. Through our Creative Engagement programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across East London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses with more than 20 resident organisations employing more than 200 people.

We are a National Portfolio Organisation of Arts Council England (ACE) and its investment allows us to broaden the scope, scale and ambition as well as the diversity of our artistic and creative engagement programmes.

Our business model balances income from trading activities such as cinema ticket sales, private hires and bar revenue with our tenancy income, and grants from ACE, Trusts and Foundations and corporates which support our mission to welcome the communities of the world in East London to create, enjoy and share culture.

We actively encourage people from a variety of backgrounds with different experiences, skills, and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from Global Majority candidates and candidates who self-identify as Disabled.

# RICH MIX

## GET IN TOUCH

For more information or to have an informal chat about the role, or apply in a different format, please email [recruitment@richmix.org.uk](mailto:recruitment@richmix.org.uk)

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**RICHMIX.ORG.UK**



**@richmixlondon**