



Job title: Arts Apprentice

Reporting to: Head of Participation

Salary: £19,000

Location: London, SW10 9HS

Contract: Full time 15-month fixed-term contract

An exciting opportunity for an apprenticeship role has arisen within the Design and Environment team at CW+.

We are looking for applicants interested in arts and health, who are motivated, have excellent communication skills and can work on their own and as part of a team. This is a 15-month fixed-term contract in which you will be working towards an apprenticeship qualification in a Level 3 Cultural Learning and Participation apprenticeship, supported by Artswork.

This is a supportive role and will enable applicants to gain practical experience of office work and arts programming in a healthcare setting.

About CW+

CW+ is the official charity of Chelsea and Westminster Hospital NHS Foundation Trust. Our vision is to enable every patient to receive outstanding care, in our Trust's community of more than a million people and beyond.

Our mission is to work with our Trust to create world-class facilities, drive innovation and research, and enhance patient and staff wellbeing. Using our expertise in partnership building, arts in health and healthcare innovation, we develop creative solutions to support an evolving NHS.

About CW+ Arts in Health programme

Our pioneering Arts in Health programme has been in existence since the opening of Chelsea and Westminster Hospital in 1993. It focuses on the link between human health and the environment, building on the robust body of evidence that outstanding design and engagement with the arts can improve physical and mental wellbeing.

With our work, we aim to enhance our hospitals and transform the experience of patients, their families, and our Trust staff. From layout and lighting to acoustics and air quality, we create environments that encourage recovery and support the delivery of the best possible care.

Our Arts for All programme brings daily music, performance and creative activities into the wards, using art as a tool for healing. A visit from a musician or dancer, a craft class, a trip to our in-house cinema or an opportunity to work with an Artist in Residence can lift spirits and provide stimulation and social engagement.



We also hold a collection of more than 2,000 works of art and digital installations, many of which are on display around our hospitals for all to enjoy. We continue to commission bold, dynamic, site-specific art and design, using creativity to fuel innovation.

Researching, evaluating and sharing the impact of our programmes and enhancements is an important aspect of our work, helping to shape best practice nationally and internationally.

Some recent examples of projects we have completed can be found here:

www.cwplus.org.uk/news/?tag=78

Job purpose

The role of apprentice within the team will provide important assistance and administrative support to key initiatives.

The job description is an outline of what the apprentice will work towards during their contracted period at CW+ as part of their learning on the job. There is no expectation that an individual would be expected to be able to perform all these duties on first commencing the role.

Job profile

- Supporting the Director of Patient Environment and the Patient Environment Team with general administrative duties.
- Supporting projects to ensure the smooth running of our programme.
- Assisting with the delivery of arts projects across the programme.

Key responsibilities and duties

1. Coordinate and maintain all project plans and timelines.
2. Arrange internal and external meetings for the CW+ Arts Team.
3. Answer general enquiries to the arts programme, both over phone and by email.
4. Support arts/design programme projects by assisting with consultation, liaising with suppliers, and assisting with installations.
5. Support the Arts for All programme delivery, including liaising with staff, artists, partners and patients.
6. Support the impact and evaluation programme, aiding with research and impact measurement initiatives.



7. Support the maintenance of the CW+ art collection including RELAX digital, installations, artwork labelling and conservation monitoring.
8. Support the organisation and delivery of events such as talks, receptions and openings.
9. Support colleagues, contributing to a happy and productive, values-driven working environment.
10. Champion CW+'s mission, maintaining the highest standards of professionalism and integrity.

Person specification

Essential

- 5 GCSEs including English and Maths at Grade C/4 or above
- Proactive, positive, 'can-do' attitude: a real self-starter
- Professional and excellent interpersonal skills
- Good verbal and written communication skills
- Exceptional attention to detail
- Strong organisational skills
- Experience of using Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Demonstratable interest in the arts

Desirable

- Experience of using Adobe Creative Suite

Key terms and benefits

- Hours: 35 per week (normally 9am-5pm, Monday-Friday) including six hours' study time
- Pension: employer contribution of 8%
- Holiday: 27 days per annum, plus UK bank holidays

How to apply

- Please submit a CV and detailed cover letter (two pages), demonstrating your suitability for the role, to arts@cwplus.org.uk
- Deadline for completed application is **Friday 12 April 2024**
- Interviews to be held week commencing **Monday 29 April 2024**



- For an informal conversation about the role, please contact Christina Peumalu on 07804 541387.

March 2024