



**Creative  
People &  
Places**

## **Podcast/Video Making Facilitator Application Pack**

### **Project Details**

Creative People and Places (CPP) Hounslow are looking for a facilitator for a new long-term, weekly membership based community group focused on building video making or podcast skills with adult residents of Hounslow.

We are interested in hearing from all facilitators who share our vision for multicultural, inclusive, engaging and accessible community art spaces. You will be responsible for planning and running these weekly workshops.

Read more below to see if you think this is the role for you!

### **Who we are**

Creative People & Places Hounslow is an Arts Council England funded project that brings local people together to create fun and joyful arts experiences across the borough. The aim of the programme is to increase engagement in arts and culture and we put the decisions and views of local people at the heart of everything we do.

### **About our Participatory Arts Groups**

Following requests from residents for more creative groups for adults, CPP Hounslow set up four Participatory Arts Groups. These include Shakti Divas Bhangra Fusion Dance, Hounslow Ukulele Collective, Hounslow Community Choir and Hounslow Community Brass Band. Find out more [here](#).

The groups are supported by a Community Arts Worker in the CPP team who coordinates the admin, promotion and delivery of the groups. The longer term aim is for each group to become sustainability independent from CPP. This was achieved with the first group in January 2025. After being set up in 2014 and supported by CPP for ten years, Hounslow Community Choir successfully became an independent group and is now led and managed by their committee. Find out more [here](#).

### **Developing two new groups in 2025**

In 2024/25 we delivered a period of community consultation that included a public survey; focus groups; desk research and meetings with other local groups and providers. The consultation resulted in ideas for two new, regular arts groups that will be established in 2025 and supported by CPP alongside our existing groups.



## **Podcast or Film making Group: Facilitator brief**

The brief is for a weekly or biweekly group that gives participants the skills to tell their own stories using digital media. We are looking for a facilitator to propose an idea for this regular workshop series, which fits within this brief of podcast or film making.

The proposal should contain at least one of the following aspects:

- Podcast recording
- Video making

We are hoping to work with a new space in Cranford that will have this available:

- Have a multi-cam studio setup - 3 broadcast quality cameras, can save to a drive, can be edited or can go out live - has autoqueue.
- Audio podcasting studio - record high quality audio
- 10 iMacs for editing and a big mac pro computer
- Bookable camera equipment - 3/4 camera kits with audio - to use around Hounslow.

Let us know if you need additional equipment outside of this.

The proposed group must:

- Be regular, either weekly or fortnightly
- Be long term – able to roll on permanently
- Be for 18+ residents of Hounslow
- Be inclusive and accessible, for a range of skills levels
- Eventually be able to become an independently run group

In addition to gaining skills through the creative content in the sessions, members also take part to meet new people and build connections. We ask you to consider how you will facilitate a positive space for this during your sessions.

Members will sign up in termly blocks and we aim for members to want to remain part of the group over at least a year, hopefully much longer. The sessions and content will need to ensure that members have the opportunity to progress and develop their skills over time, whilst also providing space for the group to connect and get to know each other.

## **Audience**

The group will be for adults (aged 18+) who reside in Hounslow. Everyone is welcome and the sessions should be inclusive and accessible, for a range of skills levels.

## **Practicalities**

- The group will run weekly in the evening, the exact weekday and time is TBC but can be confirmed in discussion with the facilitator
- Membership to the group will include a fee (we aim to keep fees as low as possible and these will be determined based on the final set up and running



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costs of the group)

- Our current groups run on the academic calendar (so excluding half terms and Summer, Winter, Easter breaks) with fees paid for in termly blocks

### **Facilitator responsibilities**

- Plan and prepare for each session
- Attend one quarterly meeting with the CPP Community Arts Worker
- Deliver a weekly, 1.5 hour long session
- Complete registers each session and update the CPP Community Arts Worker with attendance
- Complete a feedback form each quarter

## **Person Specification**

### **Essential**

- ▶ Demonstrable experience facilitating creative projects and/or workshops in a variety of community settings
- ▶ Organised and able to plan sessions in advance, submit registers and feedback forms, with technical and management support from the Community Arts Worker at CPP Hounslow
- ▶ A supportive, inclusive and enabling approach
- ▶ Strong communication skills and experience communicating with partners, stakeholders and a range of community groups
- ▶ A proactive approach to engaging local people in Hounslow
- ▶ Hold Public Liability Insurance to the minimum value of £5M

### **Desired**

- ▶ Are based in Hounslow or have a connection to the borough
- ▶ Have an enhanced DBS check

### **Fee**

- ▶ This is a freelance role. You will be paid a base rate of £50 per hour for session delivery (1.5 hours per week).
- ▶ An additional budget of up to £200 per term is available for planning time. We expect you to spend roughly 7 hours planning per term, including a 45 minute zoom meeting with the CPP Community Arts Worker.
- ▶ All session resources and materials will be provided by CPP.



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## How to apply

**Deadline: 9am, 28<sup>th</sup> February 2025.**

To apply for this role, please send the following to [cpphounslow@watermans.org.uk](mailto:cpphounslow@watermans.org.uk) :

1. Your CV – up to two A4 pages
2. A short outline of your proposal and how you will meet the brief - up to 1 side of A4 or a short video, up to 5-minutes
3. A rough breakdown of the materials and any technical equipment or tools required to deliver the sessions. Please note: the final decision will include consideration of the practicality of providing and maintaining the required tools, materials and space for the sessions.
4. A PDF of images of examples of your work

## Timeline

Applications close 9 am, 28th

February Interviews – w/c 7th

March

Appointment – 13<sup>th</sup> March

Planning time – 14<sup>th</sup> - 20<sup>th</sup> April

First session – on the week beginning the 22<sup>nd</sup> April 2025.

If there is a way we can make this application process more accessible for you or for any questions, please contact [cpphounslow@watermans.org.uk](mailto:cpphounslow@watermans.org.uk) with the subject 'CREATIVE FACILITATOR CALL OUT - upcycling.'