

Workshop Facilitator



APPLICATION PACK

Join our mission to inspire the
next generation through film.

SAY HELLO AND APPLY TODAY:

info@theoffshootfoundation.com



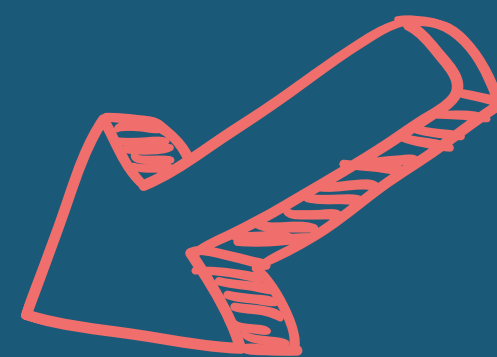
About Us

The Offshoot Foundation is a registered charity using film and media to empower young and disadvantaged people across the UK.

Through inclusive workshops and large-scale community projects, we give voice to untold stories and tackle important social issues.

The foundation's initiatives have been instrumental in...

- Developing social and technical skills.
- Building confidence.
- Teaching teamwork, communication and leadership skills.
- Employing people who have already completed our courses to mentor new participants.
- Encouraging young mentors into specialist or general further education and into work.



ABOUT THE ROLE

1

Our Workshop Facilitators are at the heart of everything we do at The Offshoot Foundation.

We are looking for a small cohort of creative individuals to deliver engaging filmmaking workshops across East Anglia.

2

We welcome applicants who are working in, or studying towards a qualification, in film and/or media.

We also strongly encourage previous participants of The Offshoot Foundation workshops to apply.

3

As a Facilitator, you will work alongside colleagues to deliver workshops for young people up to the age of 25. You will support and coach participants in communication, teamwork, and creative expression.

Depending on the project, workshops may involve producing movie trailers, music videos, stop motion animations, short films and more.



Workshop Schedule & Locations

As a charity, our workshops depend of available funding, so facilitator work is offered on an an-hoc basis.

Most workshops take place at weekends or during school holidays, with occasional weekday projects in term time.

We regularly run workshops in...



We are particularly interested in facilitators based near these areas, but we also welcome applications from those living further afield, as our locations continue to expand.



WE'RE HIRING WORKSHOP FACILITATORS

As a Workshop Facilitator, you will deliver creative, engaging workshops that inspire and help young people (up to the age of 25) develop their communication, teamwork, and creative skills through film, media, and digital storytelling.

Responsibilitites.

- Plan and deliver workshops in line with briefs from the Lead Facilitator or CEO, collaborating with other facilitators, as required.
- Support and coach young people to build confidence, communication, and teamwork.
- Encourage creativity through projects such as short films, music videos, stop-motion animation, and movie trailers.
- Create a safe, inclusive and inspiring environment for participants.
- Adapt workshop delivery to meet the needs of all abilities of different groups.
- Represent The Offshoot Foundation professionally when working with young people, schools, and community partners.
- Complete relevant safeguarding, health & safety, and administrative requirements (including registers, feedback, and reports when needed)





Essential...

- Strong alignment with The Offshoot Foundation's mission and values.
- Knowledge of film production, editing and use of filmmaking equipment.
- Editing skills (e.g. iMovie, Final Cut, Capcut, or equivalent).
- Experience of working as part of a team.
- Strong communication and interpersonal skills.
- Proactive, adaptable, and solutions-focused approach.
- Ability to manage confidential information with professionalism.
- Enhanced DBS check (or willingness to obtain via The Offshoot Foundation).
- Safeguarding training (or willingness to complete).

Desirable...

- Experience working in the film/media industry.
- Experience of working with young people in educational or community settings.
- Full driving license, or reliable access to workshop locations.
- Experience of working with or within a charity.
- Enthusiasm for sharing knowledge with young people.
- First Aid Training (or willingness to complete).





Terms and Conditions

The Offshoot Foundation is committed to equality of opportunity, and is proud to be an age friendly employer. We actively encourage applications from people of all backgrounds, experiences, skills, and stories.

Equity and Diversity

- **Position:** Workshop Facilitator.
- **Contract type:** Freelance / Self Employed.
- **Reporting to:** Paul Press, CEO.
- **Working with:** Young People, Workshop Facilitators, Local Service Providers.
- **Key contacts:** Paul Press (CEO) & Corinne West (Administrator).
- **Fees & payments:** £50 per 2 hour workshop / £100 per 4 hour workshop / £125 per 5 hour workshop. All other work will be agreed before commencing.
- **Expenses:** Travel expenses reimbursed (up to a maximum of 30 miles per single journey).
- **Requirements:** Valid DBS, First Aid Certificate & Safeguarding training (or willing to complete training via The Offshoot Foundation).



How to apply

To apply to become a Workshop Facilitator please email your CV along with:

- **A short statement highlighting your relevant skills and experience.**
- **Why you'd like to join The Offshoot Foundation.**
- **Your availability and current location.**
- **A portfolio of your work (optional).**

Please send your application to info@theoffshootfoundation.com.

Recruitment is ongoing and all applications will be acknowledged. If your skills and experience match our current needs, a member of the team will be in touch to discuss the role further.

You may also be invited to attend a workshop and/or have an informal meeting with the CEO before any work is confirmed.

