



## **Artist's Personal Assistant**

**Hours:** 8-10 hours per week

**Rate:** £140-175 per week

**Location:** North London/remote

**Contact:** 4 weeks from startdate

**Start Date:** ASAP

**Closing Date for applications:** 12pm 10 July 2020

### **About Rachel Shapes**

Rachel Nwokoro is a published author, director, actor, spoken word artist and activist based in North London. Author of 'Little You' (Burning eye, 2019). In the past she has worked with the National Theatre, NSPCC, Nationwide, Stonewall UK, Sofar Sounds, Roundhouse, Nickelodeon and festivals in the UK and abroad.

Rachel is also queer, black and disabled. She is dedicated to using her voice and art to work with under-represented people and stories. She believes fiercely in her heart that positive change and revolution can be created through the arts, and as such, her work includes community inreach, participation work and arts-based social activism.

Rachel is currently working towards her most ambitious project to date: a

multidisciplinary national arts project to confront and illuminate the mental health crisis for black people in the UK. We will be drawing on Rachel's lived experience of police brutality, the mental health system, and psychiatric wards.

Importantly, she is doing this at the same time as battling the system to get the care and support she needs to survive. As well as battling the state to pursue the justice and accountability that she deserves.

You can see more about Rachel's work at [www.rachelshapes.com](http://www.rachelshapes.com)

## About the Role

Rachel experiences co-morbid conditions that are disabling. These include: Fibromyalgia, Chronic Fatigue Syndrome, Joint Hypermobility Syndrome, Post Traumatic Stress Disorder (Complex), Depression, Anxiety, Dyslexia and Dyspraxia.

This results in physical, mental and learning access needs that can prevent Rachel from working and even being able to access basic care. This position is required in absence of any suitable care being available through state systems.

We are looking to engage a Personal Assistant, to support Rachel in meeting her access needs as she works towards a brighter future for herself and other marginalized people. You do not need formal qualifications or training, but you should have some knowledge of Neurodiversity, Mental Health and Social Justice.

The role is pastoral and supportive, and requires a high level of responsiveness to Rachel's particular needs and ways of working. You will work with care, organisational and access needs as your core purpose, whilst helping Rachel to research and navigate new work and care possibilities.

You should be willing to travel to meet Rachel at her home in North West London,

and may occasionally accompany her during domestic trips. Other tasks will be able to be done remotely.

The ideal candidate will also have an appreciation of creative practice; a supportive/organisational background; access to their own transport; dog-friendly.

### **Hours, pay and contract:**

We expect around 8-10 hours per week. The contract is initially for 4 weeks, with mind to securing further funding for a more long term solution. We will look to discuss working days and hours at the interview stage, taking into account your needs as well as Rachel's.

We propose an hourly rate of £17.50 per hour. Unfortunately, we are currently unable to cover expenses beyond the basic hourly rate. If this presents problems for you, please get in touch and explain your requirements and we'll see what can be done.

This is an initial contract of four weeks, with the potential to continue working together on future projects.

### **Responsible to:**

Line Managed by Rachel Shapes (Creative Director).

May also communicate with Rachel's Access Guardian (Chloë Lund), the Executive Producer of the Black Mind project (Koko Brown) and other members of her immediate support network.

## **Who we are looking for**

We would like to work with someone who:

- Has some experience of working with someone who has access needs
- Feels comfortable in a role that is pastoral as well as creative. A professional relationship that will require patience, care, mutual respect and an open heart
- Will take initiative and is good at research
- Has strong communication and computer skills
- Is enthusiastic about the arts, social justice and mental health
- Has some awareness of racial trauma and police brutality
- Is able to provide at least one professional and one personal character reference

## **To Apply**

Please send us your CV (no more than 2 pages) and covering email (no more than 2 pages) that in particular demonstrates:

- Why you would like this position
- Your understanding of working with someone who has access needs.
- Your experience in an organisational /pastoral / supportive role
- Your interest in arts, afro diasporic work, and social justice

Please send your application by 12pm 10 July 2020 to

[rachelshapes@gmail.com](mailto:rachelshapes@gmail.com) copying in [chloe.c.lund@gmail.com](mailto:chloe.c.lund@gmail.com)

We will aim to get back to everyone that applies by 15 July, and will be in touch to arrange interviews that week too.

If you have any questions about the role, get in touch

[rachelshapes@gmail.com](mailto:rachelshapes@gmail.com) copying in [chloe.c.lund@gmail.com](mailto:chloe.c.lund@gmail.com)

Many thanks to Selina Thompson for providing the inspiration  
for this Job Description