

## POSITION INFORMATION & HOW TO APPLY

### 1.0 About the programme

The Creative Arts Trust has a vacancy for a Peer Support Worker for our creative wellbeing programme in Cromwell.

This innovative project provides weekly Creative Wellbeing Sessions for adults with a health, disability, addiction or mental health condition that presents a barrier to creativity and community participation.

The creative process helps nourish and support people's wellbeing. Bringing people together in a safe and supportive environment helps connect people with the wider community reducing isolation. This programme is about utilising creativity and community to support wellbeing.

The Peer Support Worker works with an Art Facilitator to coordinate the sessions and provide support to those attending. Artsenta's Outreach Coordinator provides support and guidance throughout the year.

### 2.0 About us

Artsenta is a community based art workshop for people who use mental health or addiction services based at 462 Princes Street, Dunedin. It is one of the longest running creative spaces in Aotearoa. In addition to Artsenta, the Creative Arts Trust provides regional creative wellbeing programmes.

### 3.0 Position details

This is a permanent part-time position for 12 hours per week and the person must be based in Cromwell or nearby. Travel expenses to Cromwell are not provided.

Our ideal candidate will have:

- Lived experience of mental illness, mental distress or addiction
- Training, or awareness of, peer support methodologies (eg. Intentional Peer Support)
- Excellent communication and able to relate to a wide range of people
- Ability to maintain clear personal boundaries, privacy and confidentiality
- An interest in creativity and wellbeing

## 4.0 How to apply

- Letter of application. This should highlight:
  - a) Relevant experience
  - b) How you meet the candidate qualities listed in 3.0 above
  - c) Why you are applying for the position

*Please note: We will shortlist for interview on the strength of your CV and this letter.*

- Curriculum Vitae. Applicants should supply details of two referees. Referees will only be contacted if you are short listed.
- Applications should be sent to: [director@artsenta.org](mailto:director@artsenta.org)

**by Sunday 15 February 2026**

## 5.0 Police Check and Start Date

The successful applicant will be required to undertake a police record check.  
NB: A police record or conviction does not automatically disqualify applicants.

The position is expected to start April 2026.

Please see the full position description below.

Artsenta / Creative Arts Trust

## Position Description – Outreach Peer Support Worker

**Purpose of position:** To support tangata whaiora experiencing wellbeing challenges to be creative, confident and connected with their community. The Peer Support worker will work with an Art Facilitator to deliver Creative Wellbeing Sessions in Cromwell.

**Employment status:** Part time – 12 hours/wk

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**Responsible to:** Outreach Coordinator

**Functional relationships:**

- Tangata whaiora – people seeking wellbeing
- Support workers and other health related staff
- Outreach Art Facilitator
- Artsenta staff

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**Mission of Creative Arts Trust:** “Wellbeing through creativity and community”

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### General Tasks

1. Support the provision of Creative Arts Trust services in accordance with our mission, vision and values.
2. Work in a manner that maintains and supports the safety and dignity of staff and artists.
3. Work in a manner that is consistent with the policies of the Creative Arts Trust.

### Operational Tasks

4. Work collaboratively alongside the Art Facilitator in the development and delivery of the approved Outreach programme. This includes two creative wellbeing sessions per week in Cromwell – one focussed on art making and one focussed on community connection.
5. Take a lead role in coordinating the Community Session on a weekly basis. This is a 2-2.5hr group outing or event that engages tangata whaiora in a creative or wellbeing activity in the Cromwell area.
6. Work with the Art Facilitator to coordinate the outreach programme. This includes:
  - Communicating and promoting the programme to the community
  - Responding to enquiries, providing information, welcoming and liaising with attendees
  - Assisting with set-up of the space and running of the sessions
  - Support artists to undertake activities
  - Facilitating artist meetings or discussions
  - Working with the Art Facilitator to develop and implement projects as needed

7. Provide wellbeing support to participants of the Outreach programme. This includes:
  - Developing trusting relationships with artists and utilizing these relationships, along with your own lived experience, to assist individuals on their wellness journey
  - Provide support to artists in identifying and accessing local mental health or addiction services and other community resources and opportunities
  - Ensuring consumers are actively involved in the Outreach programme, participating in discussions, and having input into activities and events.
8. Resolve issues and situations where the safety, effectiveness and harmony of the Outreach programme is compromised in any way. This may involve:
  - Clarifying programme eligibility, rules or policy
  - Listening to consumer feedback or concerns
  - Facilitating a discussion with staff, consumers or support people
  - Facilitating a complaint process
  - Stopping unsafe behaviour
  - Reporting an incident or accident
9. Oversee the collection, recording and storage of consumer information required to undertake the programme and for reporting purposes. This includes:
  - Completing Art Plans/Registration forms with participating artists
  - Entering artist information in online attendance forms
  - Updating Art Plans annually
  - Overseeing artist surveys or other forms of evaluation
10. Undertake planning and coordination meetings on a weekly basis with the Outreach Art Facilitator ensuring that they are consulted on all activities, plans and communications.
11. Establish good working relationships with peer support groups, support workers, health and mental health services generally to ensure awareness of the Outreach programme.
12. Undertake training where required, such as Artsenta mentoring, first aid and cultural responsiveness.
13. Implement safety plans for the programme and associated activities, including
  - Identifying, eliminating or mitigating any hazards
  - Being aware of evacuation plans and procedures for all venues used
  - Reporting accidents or incidents to the Outreach Coordinator
  - Wearing PPE when required and ensuring safe use of equipment by others
14. Actively manage your own personal mental wellbeing, including seeking support and communicating with colleagues as needed.
15. Help promote the Outreach Programme and the work of the Creative Arts Trust/Artsenta. This may include:
  - Distributing physical and/or digital fliers and posters
  - Liaising with local media outlets
  - Undertaking media interviews
  - Speaking at appropriate events

16. Correspond and meet with the Outreach Coordinator or other Artsenta staff on a regular basis to ensure the smooth running of the programme and so that any issues are addressed in a timely manner.
17. Other tasks as needed to ensure the effective provision of services or as identified by the Outreach Coordinator.