



Job Title: Creative Assistant

Contract: February 2026 – July 2027

Hours: Minimum 8 hours per week (2 × 4-hour shifts)

Rate of Pay: £13.80 per hour

Location: Room 214, Witherspoon Building, Storie Street, Paisley, plus occasional off-site work in Paisley & Renfrewshire

About ReMode

ReMode is a not-for-profit community interest company. Our purpose is to work with our communities to share creative solutions to the environmental impacts of the fashion and textiles industry. We run an education, events and outreach programme.

The Creative Assistant will support the delivery of **Hidden Threads**, a programme of workshops and events for young people. Hidden Threads focuses on skills in working with textiles of all kinds, community events, podcasting and zine-making.

Information about our past projects is available on the “About” and “News/Blog” pages of our website.

Role Overview – Creative Assistant

The Creative Assistant will work closely with ReMode staff and freelance facilitators to support the smooth running of Hidden Threads workshops and related activities. This is a hands-on, practical role which combines workshop support, documentation, and creative digital content.

Key Duties and Responsibilities

- Providing **practical support for workshops**, including:
 - Preparing materials and equipment
 - Setting up the workshop space
 - Clearing away at the end of sessions
 - Assisting the facilitator and participants as required
- **Documenting workshops**, including:
 - Taking registers
 - Taking photos and short video clips (where consent is given)
 - Collating information for ReMode’s evaluation and monitoring programme
- **Helping to create digital content** for ReMode’s social media and communications, in line with our values and brand.
- **Adhering to ReMode’s policies**, including:
 - Health & Safety
 - Child Protection and Safeguarding
 - Equality, Diversity and Inclusion

- Data Protection and GDPR (when handling registers, photos, etc.)

The successful candidate will be required to register with **Disclosure Scotland's PVG Scheme** for work with children and young people.

Person Specification

Essential Skills & Qualities

- **Personable:**
 - Good communication skills and the ability to work supportively with young people and other team members.
 - **Engaged:**
 - An interest in the making and sustainable use of textiles.
 - An interest in environmental and climate justice issues.
 - **Organised and reliable:**
 - Able to arrive prepared and on time for workshops.
 - Able to follow instructions and complete agreed tasks independently.
-

Desirable Skills & Experience

This role would suit someone who is looking to gain part-time experience in creative, sustainability-focused work with young people.

Experience in one or more of the following areas would be an advantage (but not essential – training and support can be provided):

- Hand and/or machine sewing (garments or textiles)
 - Embroidery or other textile embellishment
 - Printmaking techniques (e.g. screen print, block print)
 - Knitting or crochet
 - Film, podcasting or audio recording
 - Zine-making or other DIY publishing
 - Social media content creation
-

Job Details

- **Hours:**
 - Minimum of **8 hours per week**, usually delivered as **two 4-hour shifts**.
 - Weekday afternoons or evenings between **13:00 and 21:00**, most often on a **Monday, Tuesday or Wednesday**.
 - Shifts will be confirmed a minimum of **4 weeks in advance**.
 - Occasional additional shifts during the week or at weekends may be offered throughout the year, depending on programme needs.
- **Programme dates:**
 - Hidden Threads workshops will run from **January 2026 to July 2027**.
- **Fee:**
 - **£13.80 per hour**, with a guaranteed minimum of 8 hours per week.
 - A monthly timesheet will be required.
- **Place of work:**
 - Primarily at ReMode's office and workshop space in the **Witherspoon Building, Storie Street, Paisley**.

- Occasional work at other local venues in **Paisley & Renfrewshire** as part of our Education & Outreach programme.
 - Travel to working locations other than the ReMode office will be **provided or reimbursed by ReMode where necessary**.
 - **Reporting to:**
 - ReMode **Project Manager** and **Project Coordinator**.
 - **Safeguarding:**
 - The successful candidate will be required to join **Disclosure Scotland's PVG Scheme** (children and young people).
-

How to Apply

Please submit:

- Your **CV**, and
- A **covering letter** (1–2 pages) outlining:
 - Your relevant skills and experience
 - Why you are interested in this role
 - Why you believe you are a good fit for ReMode and the Hidden Threads project

Please send your application in **PDF format** to:
hello@remodeyouth.org

Deadline for applications:

- **4 January 2026 at 11:55pm**

Interviews:

- Interviews are expected to take place on **21 January 2026**.
-

Equal Opportunities

ReMode is committed to equality, diversity and inclusion. We welcome applications from people of all backgrounds and do not discriminate on the basis of age, disability, gender identity or expression, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We are particularly keen to hear from applicants who are currently under-represented in the arts and environmental sectors.
