****

**Wolverhampton Cultural Education Partnership (WCEP)**

**Commission for a Freelance Development Co-ordinator – £7,500**

**Application closing date: Friday 8th November – 12 noon**

We are seeking an experienced freelance Development Co-ordinator/organisation (this is open to both individuals and organisations) to support Wolverhampton Cultural Education Partnership (WCEP) to develop its planned programme. The Development Co-ordinator will be managed by Newhampton Arts Centre as a current member of the WCEP strategic Steering Group.

The Co-ordinator will oversee the development, communications and future funding plans on the behalf of WCEP. They will lead on the co-ordination of the WCEP meetings (Steering, Task and Finish and Wider Members group meetings), events and be the key point of contact for all members. The post holder will manage their own workload, priorities and deliver project administration and communication effectively. It is essential that they are ICT literate, have their own computer and be self-sufficient in office administration. This role is subject to Disclosure Barring Service (DBS) check and two satisfactory references.

|  |  |
| --- | --- |
| **Role** | Development Co-ordinator (Freelance) |
| **Fee** | £7,500  |
| **Reporting to**  | WCEP Chair/Vice-chair, Steering Group and Arts Connect LCEPs Manager |
| **Duration of Contract**  | From December 2019 to September 2020  |
| **Hours** | Freelance Part time 1 day equivalent/ based on 8 hours per week |
| **Timescale**  | Start date by arrangement up to September 2020 |
| **Based** | Flexible working arrangements.The post can be based at Newhampton Arts Centre with flexibility for home working and hot desking at other LCEP partner premises by agreement. |

**Initial Duties and Responsibilities**:

* Engagement and recruitment of schools, alternative training providers, arts, heritage and cultural organisations and individuals, and other potential members to join WCEP.
* To promote the WCEP offer to schools. To include professional development support for teachers and enriching the arts and cultural curriculum.
* Co-ordination and administration of WCEP Steering Group, Task and Finish Groups and Wider Members meetings.
* To co-ordinate data sharing between members of the WCEP and to create data sharing agreements between members.
* Creation of the WCEP landing page and social media accounts to increase visibility of the WCEP including arts, culture and heritage opportunities for children and young people and WCEP members in Wolverhampton.
* Creation and distribution of a regular monthly Newsletter.
* Provide any relevant administrative support for any WCEP events.
* Liaison with the Black Country CEP CPD teacher network.
* To undertake any other duties set by the Chair/Vice Chair/Arts Connect LCEPs Manager.

**Further duties as the WCEP progresses:**

* To support the strategic Steering Group to deliver a long-term sustainable network, to include reviewing options for different delivery models.
* Develop opportunities with WCEP partners for youth voice and co-production with young people as part of future WCEP activity including Arts Award and Artsmark.
* To work with the strategic Steering Group to develop the concept of an arts festival in the city which will raise the profile of Wolverhampton. To include testing and piloting ideas.
* To identify and apply for funding opportunities to support the work of the WCEP.

**PERSON SPECIFICATION**

**Essential**

* Minimum 2 years professional project management experience.
* Minimum 2 years professional experience in working with a wide range of partners and funders.
* Evidence of professional experience in fundraising.
* Hands on practical experience in developing opportunities to grow partnerships and membership.
* Good working knowledge of the cultural and education sector for children and young people ideally in Wolverhampton.
* Strong communication skills including presentation and writing skills.

**Desirable**

* Good working knowledge of the functions of Local Cultural Education Partnerships.
* Experience of working with educational institutions.
* Experience of developing and delivering a Young Peoples Festival.

**General requirements**

* The Development Co-ordinator will manage their own workload and priorities and deliver project administration effectively.
* The Development Co-ordinator will be freelance and will be responsible for their own tax and national insurance contributions.
* Please be aware that the successful suppliers will be required to undergo assessment as to whether they fall in scope for HMRC’s new IR35 regulations. If they are deemed to be in scope tax will be deducted at source and paid directly to HMRC.
* Be ICT literate, have their own computer, be able to develop new skills and use Outlook, WordPress, social media and be self-sufficient in office administration.
* Attend management group and sub-group meetings as required.

This role is subject to Disclosure Barring Service (DBS) check and two satisfactory references.

**Background to Wolverhampton Cultural Education Partnership**

Arts and cultural organisations are striving to fulfil a socially responsible agenda for children and young people within a fragmented landscape and with challenging funding conditions. We want children and young people to be active in shaping a cultural offer that reflects their ideas and ambitions and the diversity of the City. So that the cultural offer for all children and young people, 0-25 years in Wolverhampton, is more visible and cohesive.

**We will do this by:**

1. Establishing a sustainable network of arts, cultural and education partners to develop the WCEP vision, and its cultural offer for, the City’s children and young people
2. Ensuring that children and young people, in and out of school, engage in quality activities in arts and culture across the City
3. Establishing strong partnerships with the education sector to provide opportunities that demonstrate the value of arts and culture to children and young people, parents and carers, local government and the wider community
4. Raising the profile of the arts and cultural offer for children and young people in Wolverhampton locally, regionally and nationally
5. Ensuring that children and young people are at the heart of the WCEP, including designing, making and informing activity
6. Ensuring the cultural offer supports children and young people in developing their sense of ownership and pride in their City
7. Working with existing partners, and developing new partnerships, to ensure progression routes for children and young people into FE, HE, and the creative industries
8. Identifying opportunities for joint funding, and collaboration, across WCEP members to lever more funding and resources

**Arts Connect** Our primary motivation is to make the most significant difference we can to the opportunities for children and young people to access and engage with high quality arts and culture. We are funded by Arts Council England to be the 'bridge' organisation for the West Midlands, working with the education, arts and cultural sector to overcome the barriers that prevent all children and young people to engage with high quality culture. In a diverse region with 2.5m young people, 2,600 schools, 14 local authorities and a wealth and richness of arts and cultural organisations this is a significant, complex and energising challenge.For further information visit [www.artsconnect.org.uk](http://www.artsconnect.org.uk)

**If you are interested in this commission please send:**

* A CV with contact details for two referees, ideally including one which is linked to working with schools, and any links to appropriate websites.
* A covering letter outlining your interest in the work, your track record, experience and what you would bring to the commission.
* Information about whether or not you have a current enhanced portable DBS.

**Please send all the above documents to:**

Lucy Carlton-Walker (Arts Connect – LCEPs Manager) l.carlton-walker@wlv.ac.uk

**The deadline is: Friday 8th November – 12 noon**

**You will be notified if shortlisted no later than: Friday 15th November 2019**

**We will invite shortlisted applicants to an interview at Wolverhampton Art Gallery on: Thursday 28th November 2019**

For further information or to arrange an informal conversation about the commission please contact Lucy Carlton-Walker by email (as above) or by phone: 0121 446 3204