

## WILTSHIRE AND SWINDON CULTURAL EDUCATION PARTNERSHIP (W&SCEP)



### ROLE DESCRIPTION

<b>Role Title:</b>	Challenge Fund Project Manager
<b>Responsible to:</b>	W&SCEP Executive
<b>Line Manager:</b>	W&SCEP Chair
<b>Type of Contract:</b>	Freelance (self-employed)
<b>Fee:</b>	£10,500 for a minimum of 60 days' work, inclusive of expenses
<b>Contract Length:</b>	August 2019 to December 2020

### KEY TASKS & RESPONSIBILITIES

#### Overview

The Wiltshire and Swindon Cultural Education Partnership (W&SCEP) seeks to contract a Challenge Fund Project Manager. This is a unique opportunity suitable for a dynamic, organised, creative individual who has a passion for culture (particularly arts and heritage) and education. The Wiltshire and Swindon Challenge Fund Project aims to strengthen and develop links between the cultural sector and young people. It has been developed in response to the Cultural Education Challenge launched by Arts Council England in 2016. The project is funded by a successful bid by the W&SCEP to the Bridge Organisation for the south west of England (RIO) in 2018.

We envisage that the contract holder will:

- Work closely with the W&SCEP executive organisations (*currently Pound Arts Trust, Prime Theatre, Town Hall Arts, Wiltshire Council, Wiltshire Creative, Wiltshire Music Centre, and Wiltshire Music Connect, Create Studios, Wiltshire and Swindon History Centre*) and the nominated individual Cultural Champions (*senior leaders in six Wiltshire and Swindon schools*) to deliver the key aims of the project
- Nurture and develop relations with the wider cultural and education sector across Wiltshire and Swindon
- Play a key role in the effective internal and external management of the project through excellent communication, administration and advocacy

#### Programme

- Ensure the project meets the aims and objectives set out in agreements with its funders, including the requirement to secure match funding from schools
- Nurture new relationships with stakeholders including cultural organisations and individuals, schools, young people and others
- Oversee the Open Fund for schools for cultural education activity with a health and well-being focus
- Support the delivery of a strand of cultural education activity for Deaf Children and Young People

- Plan and develop resources and CPD opportunities for schools and cultural providers to support the project, including two conferences
- Develop the work of the Cultural Champions, and explore the possibilities of establishing a Young Cultural Champions strand of work
- Exploit opportunities to incorporate Artsmark / Arts Award within the project where possible

#### **Administration**

- Support the W&SCEP Chair with minutes, agenda and reports for executive meetings
- Report to the W&SCEP Executive
- Negotiate and produce contracts and funding agreements where appropriate
- Oversee and manage the budget agreed by the executive
- Maintain up-to-date, accurate budgetary records
- Work with the fundraiser to seek additional funding as required
- Maintain excellent general admin, finance records and communications for the project

#### **Evaluation**

- Ensure that all work is evaluated as agreed with the W&SCEP Executive (with the support of the Project Evaluator)
- Work with the Evaluator to produce, circulate, analyse and exploit evaluation of the project
- Use this evaluation to advise the executive on a long-term sustainable model for the W&SCEP

#### **Communications**

- Liaise with partners, organisations and agencies in the region and nationally to deliver and develop the project
- Liaise with the Cultural Champions
- Facilitate the delivery of the project website or online presence
- Deliver effective marketing for relevant activities, as appropriate
- Act as an advocate for the project and the values underpinning cultural work with young people
- Seek and deliver opportunities to spread word of the value of the project

Any other duties as may reasonably be required

## **PERSON SPECIFICATION**

### **SKILLS AND EXPERIENCE REQUIRED:**

#### **ESSENTIAL**

- Excellent written and spoken communication and interpersonal skills, with the ability to maintain good contacts and relationships
- Significant project management experience
- Knowledge and understanding of the cultural landscape in Wiltshire/Swindon
- Knowledge and understanding of cultural education in school settings, including National Curriculum and broader school agendas
- Ability to work without supervision and to use own initiative
- Ability to work to tight deadlines
- Excellent organisational skills
- Budget management skills and experience
- Experience of managing complex partnerships
- Ability to prioritise workload
- A creative and strategic mind

#### **DESIRABLE**

- Experience of administering grants, writing criteria and assessing applications
- Previous experience of cultural education activity project management  
Knowledge/experience of funding opportunities
- Experience of successful funding applications to charities, trusts and foundations and other related bodies
- Experience of developing on-line presence for projects
- Experience of legacy planning
- Ability to drive (unless prevented from holding a licence through disability)

## TERMS AND CONDITIONS

<b>Title of Role:</b>	Challenge Fund Project Manager
<b>Working hours:</b>	We are offering this contract on a freelance basis. The 2-year project is already six months underway and so we require a Project Manager for the remaining 18 months. We anticipate that during this time the project will require at least 60 days' work. The time commitment is likely to vary each quarter dictated by the workplan, however, we anticipate roughly 20 days between August and December 2019 and 40 days during 2020.
<b>Work-base:</b>	As this role is being offered on a freelance basis the contract holder will be expected to work from home and provide their own IT facilities. Travel will be required to attend line management meetings in Bradford on Avon and CEP Executive meetings at various locations across Wiltshire and Swindon. Other travel within Swindon and Wiltshire may also be required within the scope of the contract.
<b>Holidays:</b>	N/A
<b>Fee:</b>	£10,500, inclusive of expenses
<b>Termination period:</b>	Two months' notice is required, and the specification for the role and the contractor's performance will be reviewed periodically against milestones and outputs
<b>Equal Opportunities:</b>	S&WCEP is committed to promoting equality of opportunity. In particular ensuring that no individual receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

## Background Information

### **What is the Cultural Education Challenge?**

The Cultural Education Challenge asks art and cultural organisations, educational institutions and local authorities to come together to drive a joined-up art and cultural offer locally, to share resources and bring about a more coherent and visible delivery of cultural education through Cultural Education Partnerships. A network of 10 Bridge Organisations located across the country will take forward these partnerships. (*Arts Council England*)

### **What is the Wiltshire and Swindon Cultural Education Partnership?**

In 2016, when the Cultural Education Challenge was launched, hundreds of organisations and individuals from the region gathered to develop a plan. In 2017 the executive partners emerged to deliver the plan. These are:

[Create Studios](#) based in Swindon, a digital and media organisation

[Pound Arts Trust](#) based in Corsham, multi-art form organisation

[Prime Theatre](#) based in Swindon, theatre for and by young people

[Town Hall Arts](#) based in Trowbridge multi-art form organisation

[Wiltshire Creative](#) pan arts organisation based in Salisbury, bringing together Salisbury Playhouse, Salisbury International Arts Festival and Salisbury Arts Centre

[Wiltshire Council](#) the Council for the Unitary authority of Wiltshire

[Wiltshire Music Centre](#) based in Bradford on Avon, music venue

[Wiltshire Music Connect](#) based in Bradford on Avon, the music education hub for Wiltshire

[Wiltshire and Swindon History Centre](#) based in Chippenham, a heritage organisation

Ultimately, the Wiltshire and Swindon CEP aims to improve educational, cultural and social outcomes for children and young people through broadening effective interaction between Arts and Culture and Schools, in places where it is most needed.

# Challenge Fund Project 2019-20

## OUTLINE

**Our project encompasses five interlinked areas of work:**

### **1. Open Fund for Schools**

Groups/clusters of schools and MATs will be encouraged to put forward ideas for innovative cultural education activity for their pupils with a focus on health and wellbeing, and responding to local needs and priorities. The schools will have to provide 66.6% of the funds themselves using sources of income that have not been used for culture before. Our Open Fund will then provide the remaining 33.3% of the funds needed (for those groups of schools whose ideas meet our criteria.)

The focus will be on empowering schools to choose the cultural partner/s they want to work with, designing high quality activities with clear outcomes, and equipping them with the skills to raise the money they need. We will build on the learning from Prime Theatre's previous Challenge Fund project in which schools were encouraged to invest Pupil Premium funds on cultural activity. We will work with schools that have not explored this option before but will also encourage the use of a whole range of other school budget lines and external sources of funding available to schools. (See Appendix 5 for Notes on Open Fund Application Process & Criteria)

### **2. Support for Deaf Children and Young People**

Alongside our Open Fund we will establish a complementary strand of work designed to support deaf young people who often under-achieve at school when compared to their peers. Cultural activities are proven to increase confidence and communication skills for this group and will support improved attainment at school.

Working with schools for deaf children, schools with specialist support units for deaf children, and other deaf children in mainstream schools, we will create bursaries for cultural activity and Arts Award engagement. Funds will also be spent on training cultural education providers to work more effectively with deaf young people and to secure BSL interpretation for public events so that both deaf audiences and participants can be engaged.

### **3. Cultural Champions and Young Cultural Champions**

We currently have 6 Cultural Champions in Wiltshire and Swindon, all of whom are Headteachers or Senior Leaders in schools and who are committed to securing the place of cultural activities in a whole school approach in their own, and other schools. Their role is to represent schools on the CEP, advocate for cultural education within the school sector, and encourage innovation and collaboration between cultural providers and schools.

We intend to extend their contract for a further year so that they can 'mentor' a wider cohort of school leaders and support them in applying to our Open Fund (particularly targeting sceptics and those not currently engaging with cultural activity). We then plan to build on this work by recruiting additional Cultural Champions for the second year of activity. In the second year we plan to recruit Cultural Champions with special areas of interest e.g. Special Schools, Artsmark, Military Schools and Families.

We will also recruit Young Cultural Champions who will speak at conferences and events, assess funding applications, and be ambassadors for culture in their schools. (See Appendix 4 for Co-production and Youth Voice)

#### **4. Resource Development and CPD**

Working closely with our Cultural Champions we will develop resources to support schools in successfully applying to our Open Fund. These will include tools to support school fundraising from new sources, guidance on establishing Culture Committees at Governor or PTA level, and toolkits to support schools in recognising, and then commissioning, high quality cultural education provision.

We will also develop a suite of Case Studies showcasing a range of cultural forms, settings and outcomes that extend understanding of what is possible and how it can be resourced (including inter-school pathways with partnerships between schools.)

These resources will underpin a programme of CPD for both schools and cultural organisations that will address legacy and long-term impact. Two conferences will allow us to share learning more broadly.

#### **5. Development of a longer term 'membership' model for the CEP**

Our project will provide us with an opportunity to develop and test a sustainable 'membership' model for the CEP in the future which may involve schools and cultural organisations paying a membership fee and/or paying commissions.

We will draw on our learning from this project as well as the expertise of a consultant in order to develop a future-facing model. A website is likely to be a key component of this model and will become a central hub for storing and disseminating case studies and resources as well as a database that schools can use to search for cultural partners.