Working together in partnership

Commission for a Freelance Events & CPD Co-ordinator – £3,450

Application Closing Date: Monday 22nd November 2021 – 12 Noon

Interview Date: Tuesday 7th December 2021

Worcestershire Cultural Education Partnership (CEP) is seeking an experienced freelance Events & CPD Co-ordinator to plan and deliver its activity programme.

Role	Events & CPD Co-ordinator (Freelance)
Fee	£3450 based on 6 CPD sessions and Creativity Exchange (3 days per CPD Session = 18 days + 5 days for Creativity Exchange @£150 per day)
Reporting to	Worcestershire CEP Chair/Vice-chair, Severn Arts and Arts Connect LCEPs Manager
Duration of Contract	From January 2022 to December 2022 (Term Time Only)
Based	Flexible working arrangements. Any essential travel will be calculated from Worcester. The post holder will be based at Home and be able to manage the digital delivery of the role to accommodate current issues of Covid-19.

Role of Events & CPD Co-ordinator

The Co-ordinator will manage a Continuous Professional Development (CPD) Programme both digitally and where appropriately physically including the annual Creativity Exchange for the Worcestershire CEP:

- You will be expected to:
  - Book venues
  - Liaise with trainers/speakers
  - Maintain a database of artists and teachers
  - Update the website
  - Coordinate marketing and communications

- Managing bookings for events
- Undertake risk assessments
- Manage the events budget
- Undertake any other administrative duties set by the Worcestershire CEP Chair, Severn Arts and/or Arts Connect LCEPs Manager

Person Specification

Essential

- Experience of planning and delivering CPD and/or events for teachers and/or arts and cultural professionals
- Experience of creating marketing, publicity and copy for websites/social media for CPD and/or events
- Good administration skills including competent use of Microsoft Office packages and managing meetings/training through digital platforms
- Experience of working independently, managing own workload and priorities
- Passion and interest in engaging children and young people with high quality arts and cultural opportunities

Desirable

- Working knowledge of the functions of Local Cultural Education Partnerships (LCEPs) and the work of Arts Connect
- Experience of working with educational institutions
- Experience in working with a wide range of arts/cultural and education partners and funders

General Requirements

- The Co-ordinator role will either be offered as a freelance contract or a contract for services. The postholder will be responsible for their own tax and national insurance contributions.
- The Co-ordinator will need to have the appropriate insurance in place
- This role is subject to Disclosure Barring Service (DBS) check and two satisfactory references
- The post holder will manage their own workload, priorities and be an excellent project manager. It is essential that they are ICT literate, have their own computer and are self-sufficient in office administration and using digital platforms for hosting meetings/training
- Attend events and meetings as required

Background to Worcestershire Cultural Education Partnership

Changing young people's lives through creativity – www.wcep.co.uk

Every child and young person knows the value of creativity: it's at the heart of the way they play, tell and read stories, listen and play music, act, watch theatre and video, draw, paint, move and dance.

That's why the Worcestershire CEP is committed to broadening opportunities for children and young people to access high quality arts experiences as artists, producers, audiences and participants.

We are a network of Worcestershire artists, teachers, galleries, museums, theatres and schools who are committed to working together to make sure everyone has the opportunity to maximise their creative potential through arts and culture.

Worcestershire CEP is supported by Arts Connect (the Arts Council England funded Bridge organisation for the West Midlands).

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.
www.artsconnect.co.uk

Severn Arts

Severn Arts is an independent arts charity company limited by guarantee, established in June 2018. We provide music education in and out of school; deliver an arts programme on behalf of Worcestershire County Council and support the Local Cultural Education Partnership (LCEP). As well as leading Worcestershire's Music Education Hub, Severn Arts is a lead partner in The Arches - Worcester project - a £3m Department for Digital, Culture, Media and Sport (DCMS) Cultural Development Fund awarded to Worcester city and is the delivery partner for the festivals strand of the project. Our aspiration is to work with international, national and local partners to grow and support an exciting high-quality cultural offer in music education, outdoor arts and in talent development and to provide an outstanding experience for everyone involved.
www.severnarts.org.uk

If you are interested in this role please send:

- A CV with contact details for two referees, ideally including one which is linked to coordinating CPD and/or events in an arts / cultural / education context.
- A covering letter (no longer than 2 sides of A4) outlining your interest in the role, your skills and experience relevant to the job description and personal specification and what you would bring to the contract.
- 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: Monday 22nd November – 12 noon

You will be notified if shortlisted no later than: Monday 29th November 2021

We will invite shortlisted applicants to an interview on: Tuesday 7th December 2021

For further information or to arrange an informal conversation about the commission please contact Lucy Carlton-Walker by email (as above) or by phone: 07976882966