



Compton Verney
ART GALLERY & PARK
Motionhouse



Shout for the Arts Programme Manager

Freelance tender opportunity

Fee: £24,000

Deadline for applications: 12noon, 19th April 2022

About Shout for the Arts - Warwickshire

Shout for the Arts – Warwickshire is a partnership programme, led by Warwickshire Cultural Education Partnership (LCEP), with Barnardo's, Arts Connect and Warwickshire County Council. It is funded by Arts Connect and Warwickshire County Council. The programme runs from April 2022 – March 2023 and has activity planned over these 12 months. The aim of the project is to give children and young people (aged 0 – 25 years) of Warwickshire a voice to shout for access to arts and culture. The programme is run by a Board of Young People, supported by members from cultural organisations in Warwickshire and by Arts Connect. The outcomes of the programme have been set by the young people on the Shout for the Arts Board.

The Project Manager's role is to organise and manage the delivery of the programme aims in partnership with the Youth Board and the adult steering group. We are looking for someone experienced at working with multiple partners, including the young people on the Board to deliver arts and cultural activity. Experience of working in consultation with children and young people will be valuable in this role. As will advocacy and the ability to make connections with a range of people and organisations.

Main responsibilities and duties

- Organise and manage events and activities across the programme working with a range of audiences, including children and families.
- Co-produce a series of in-person live events with working groups of young people to take place in venues across Warwickshire.
- To co-ordinate training for a range of different audiences throughout the programme, such as training for Young People to sit on Boards of cultural organisations.
- Co-ordinate, in partnership with Royal Shakespeare Company (who coordinate the Youth Board), the recruitment of children and young people to become Arts Ambassadors and to sit on the Shout for the Arts – Warwickshire Board.
- Liaise with the Barnardo's Arts on Referral programme coordinator to ensure synergy with our partner Barnardo's.
- To make connections with Warwickshire's creative digital sector to create opportunity for young people to access career pathways into the sector.
- To work in partnership with an Arts Award Advisor to support children and young people in achieving Arts Award through their involvement in the programme.
- Work in partnership with the Digital Media Lead to promote the activity and aims for Shout for the Arts.
- Produce on-line activity where appropriate and required.
- Work in partnership with the Programme Evaluator to support the collection of evaluation data, in the production and presentation of the interim and final reports.
- To work in partnership with the Shout for the Arts Youth Board, and the Adult Steering Group and be led by the young people on the group.
- Attend monthly steering group meetings to update on the project progress, in person or online meetings.
- To take responsibility for managing budgets and commissioning activity in partnership with relevant members of the Adult Steering Group and to produce financial update and reports, supported by Warwickshire County Council who hold the budget.
- To create connections and advocate for Shout for the Arts to increase the number of children and young people, member organisations, activity involved in the programme.

Personal specification

A – assessed at Application

I - assessed at Interview

P - assessed through Presentation

Attribute	Essential	Desirable
Standard of general education	GSCE Maths and English C or above. A level or equivalent post 16 study. (A)	
Academic qualification or relevant experience	Educated to degree level or equivalent.	
Professional qualifications		Youth work qualifications or equivalent experience

General skills/ experience	A high standard of written English skills. Strong numerical skills. (A/I/P)	
Specific knowledge and skills	<p>Demonstrable experience of leading or being involved in delivering partnership projects. (A/I/P)</p> <p>Practical experience in developing partnerships, growing membership. (A/I/P)</p> <p>Demonstrable experience of working with children and young people. (A/I/P) (A/I/P)</p> <p>Experience of managing budgets and keeping financial records and reporting to for funders. (A/I/P)</p> <p>Knowledge and understanding of best practice in child protection and safeguarding, and Health and Safety. (A/I/P)</p>	<p>Familiarity with funding and financial reporting. (A/I/)</p> <p>Working knowledge of Local Cultural Education Partnerships (A/I/)</p> <p>Working knowledge of the arts and cultural sector in Warwickshire (A/I/P)</p>
Personal attributes required for effective performance in role	<p>Ability to work independently and use own initiative to solve problems (A/I/P)</p> <p>Ability to plan, organise and manage own workload to meet deadlines (A/I/P)</p> <p>Can work independently and understands when to work collaboratively and within a team (A/I/P)</p> <p>Strong communication skills including making presentations and writing reports. (A/I/P)</p> <p>General interest and enjoyment of arts and culture (A/I/P)</p>	

Other	<p>Ability to travel effectively around Warwickshire (A/I)</p> <p>Willingness to work evenings and weekends, as required (A/I)</p> <p>Ability to work from home. (A/I)</p> <p>Portable DBS in place (A)</p> <p>Public Liability insurance (minimum of £5 million).</p>	

How to apply

Applications should be submitted to rebeccacoles@warwickshire.gov.uk by **12noon, Tuesday 19th April 2022.**

We will accept written CV applications with a personal statement of no more than 2 sides of A4 or via a filmed application, no more than 10 minutes in length. We will also accept supporting materials that demonstrate your ability to fulfil the criteria of the role.

Applications will be scored against the essential criteria in the person specification to reach the interview shortlist. Ensure you have addressed each point in your application including the criteria underneath the 'other' heading.

Don't forget to include your contact details. Our preferred method of contacting applicants is by email. Make sure you include an email address you use regularly.

Include two references we can contact if you are the successful candidate. We only contact reference as part of the pre-employment checks. References can be a former employer or a character reference. We will email them a short form to complete.

If you are shortlisted

You will be invited to an interview and asked to prepare a presentation in answer to a question we have sent you.

The interview panel will be:

- Rebecca Coles, Heritage and Culture Warwickshire (Warwickshire County Council)
- Pepita Hanna, Arts Connect
- Hannah Lockyer, Motionhouse
- Emma Butchart, Compton Verney

Contractual details

The role of Programme Manager will be managed by Rebecca Coles, Senior Learning and Community Engagement Officer, Heritage and Culture Warwickshire. The freelance contract will be with Warwickshire County Council.

The role will be home based. Distribution of hours throughout the 12month contract to be agreed with the successful candidate.

Fee: £24,000, not including travel. A separate budget will reimburse travel costs.

This tender is for a freelance contract. The contract will state that for the purposes of the freelance contract you will be self-employed. The freelancer will pay all taxation and national insurance contributions payable in connection to the fees paid. You should also account for sick pay, holiday pay and your own pension contributions.

A payment schedule will be agreed with the successful candidate and will be staged to include delivery deadlines for the interim and final reports.

Application close date: 12noon, Tuesday 19th April 2022.

We aim to contact you with the outcome of your application by 22nd April 2022.

Interview date: Morning of Wednesday 27th April 2022.

Interview location: St Johns House Museum, St Johns, Warwick, CV34 4NF.

For more information contact Rebecca Coles at rebeccacoles@warwickshire.gov.uk