



EAST LONDON CULTURAL EDUCATION ALLIANCE

CREATIVE SCHOOLS

Freelance Schools Partnerships Coordinator

£4,800 fee (approx. 32 days' work)

August – December 2017 (with possibility of extension)

Reports to: Programme Manager: Creative Schools

Day-to-day line management: Stratford Circus Arts Centre's Creative Learning & Programme Manager

Background

The East London Cultural Education Alliance (ELCEA) is a consortium of over 70 arts, cultural and educational organisations that are committed to providing access to a high quality cultural education to every child and young person in East London. ELCEA (formerly ELCEP) was awarded strategic funding in September 2015 from A New Direction's Cultural Education Challenge to develop 'Creative Schools', a programme which aims to enable more young people and schools in East London to engage in creative activities that meet their needs and development priorities.

The 'Creative Schools' programme is currently overseen by a Steering Group of cultural organisations. In addition there are 30+ cultural delivery partners and 20 schools signed up as members. Since the programme launched it has engaged with 87 schools in total.

Creative Schools currently has 4 strands, one of which is 'Creative Schools Artsmark' brokerage which is led by Stratford Circus Arts Centre. The brokerage supports schools to assess their needs and development priorities and matches them with arts partners and projects which meet them. Schools who sign up also commit to completing their Artsmark.

The current funding phase is coming to an end this year and we are currently looking for somebody to continue to steer the programme for schools and cultural organisations whilst the next phase is scoped and funding is confirmed.

Freelance Schools Partnerships Coordinator

This key post will play an important role in sustaining and implementing the schools brokerage strand of the Creative Schools Artsmark programme. This role will be based at Stratford Circus Arts Centre and will involve work off-site in schools. The post holder is subject to an Enhanced DBS check.

Purpose

To coordinate all aspects of the schools brokerage programme. This job role is comprised of the

Stratford Circus Arts Centre Theatre Square London E15 1BX
Admin: 020 8279 1001 Box Office: 0844 357 2625 info@stratford-circus.com

Stratford Arts Trust is a limited company and a charity registered in England and Wales Company Registration No.07828129 Registered Charity No.1145183
VAT Registration No.135 8763 85 Registered Office: Stratford Circus Arts Centre, Theatre Square, Stratford, London E15 1BX



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following areas:

- Supporting schools to commission, shape and deliver arts projects that meet their improvement needs with cultural partners
- Coordination of events associated with the schools brokerage programme, including the annual Creative Schools Symposium on 17 November 2017, our autumn partner networking event on 21 September and Artsmark Development Days.
- Managing relationships with existing schools and developing relationships with new schools
- Supporting reporting and evaluation activities
- Administration of the programme

Brief

NB: This role is intended to cover a transition period in the programme and will be supported by SCAC's Creative Learning & Programme Manager and the Creative Schools Programme Manager to deliver key tasks.

Support current 20 member schools to commission, shape and deliver projects

- Attend meetings as required with schools to complete consultations and needs assessment and select arts projects which meet them
- Support schools who have not already to attend an Artsmark Development Day, in liaison with A New Direction
- Support with project planning as needed, including attending planning meetings, supporting planning of project structure and budgets, provide ideas and inspiration and share learning
- Be main point of contact for schools and cultural partners during project delivery, supporting and troubleshooting where needed
- In liaison with SCAC Creative Learning Manager, administer finances to support eligible schools to receive match funding towards their projects
- Liaise with schools and arts partners at the end of a project to complete evaluation questionnaires and feed learning back into programme

Coordination of events including one partner networking event on 21st September 2017 and the Creative Schools Symposium on 17th November 2017

- Organise and manage all elements of these two events including scheduling, booking session leaders and speakers, planning logistics and liaising with venue's technical and front of house staff
- Manage the events budget, in dialogue with the SCAC Creative Learning Manager and Creative Schools Programme Manager
- In liaison with SCAC Creative Learning and Marketing teams, lead on marketing Creative Schools Network events to existing and new schools, cultural organisations and other stakeholders.

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Scoping next phase of programme, managing relationships with existing schools and developing relationships with new schools

- Attend or feed into meetings as required with SCAC, Barbican staff and steering group to scope next phase of the Creative Schools programme
- Provide information and insight for Creative Schools funding applications as required
- Instigate and develop relationships with schools and disseminate information about the programme
- Maintain and manage excellent working relationships with the schools involved throughout the programme

Administration & Evaluation

- Undertake all administration activities relating to the brokerage programme and associated events including adhering to internal financial processes such as supplier set up and purchase orders
- Work with evaluator to coordinate evaluation activity and gather any relevant data and information from schools and arts partners, as required
- Feed into quarterly reports to funders as needed
- Keep abreast of developments in the arts and cultural education sector including Artsmark
- Work flexibly and undertake any other duties as required

Person Specification

Essential

- Level 4 qualification in a related area
- Ability to work independently and take initiative but also working effectively with colleagues
- Excellent communication skills
- Excellent knowledge of working in schools including curriculum knowledge and a good understanding of the challenges schools face
- Ability to juggle a busy and varied workload and effective time management with an ability to work to deadlines
- Working knowledge of the arts and cultural education sector
- Experience of project coordination and the need for attention to detail
- Experience of event management
- Experience of evaluation in educational and / or arts settings
- Excellent literacy and IT skills
- Good numerical skills with experience in managing budgets
- Solution-focused with an ability to respond to a range of issues resulting in positive outcomes

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- Experience of marketing to and communicating with schools, including developing and maintaining meaningful relationships, at all levels from Senior Leadership to teaching assistants and pupils
- A track record in developing resources for use by schools and arts organisations
- Understanding of providing arts activity for children and young people
- Working knowledge of Artsmark and Arts Award

Application

Interested applicants should send their latest CVs together with a cover letter outlining their interest and relevant experience for the post to:

Becky Lees, Creative Learning & Programme Manager, Stratford Circus Arts Centre
becky@stratford-circus.com

CVs and cover letters should be received by **12pm on Monday 17th July 2017**

Interviews: Tuesday 25th July 2017 or Thursday 27th July 2017

Ideal start date: Monday 21st August 2017

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