

# SANDWELL CULTURAL EDUCATION PARTNERSHIP



arts connect



## DEVELOPMENT COORDINATOR (Freelance )

### JOB DESCRIPTION

(DECEMBER 2018)

Managed by



<b>ROLE</b>	Development Coordinator (Freelance)
<b>FEE</b>	£6,000
<b>REPORTING TO</b>	Chair/Vice-chair, Management Group, Arts Connect LCEP Manager
<b>DURATION OF CONTRACT</b>	48 Days (equivalent)
<b>HOURS</b>	Freelance Part time 1 day/8 hours per week
<b>TIMESCALE</b>	February 2019 – November 2019
<b>BASED</b>	Home/Hot Desk will be provided in Sandwell
<b>OVERVIEW</b>	To oversee the development of funding, membership and communication on the behalf of Sandwell LCEP.
<b>DEADLINE</b>	Friday 4 <sup>th</sup> January 2019 – 5pm

### **Duties and Responsibilities:**

- Engagement and recruitment of schools, alternative training providers, cultural/creative organisations organisations/individuals, and other best fit to join the membership of the LCEP.
- Administration of devising and submitting funding application(s) in-line with designed fundraising plan.
- Coordination and Administration of CEP meetings (every 2 months).
- Coordination of peer learning/teacher network meetings.
- Administration of promoting professional development opportunities and other CEPs activity (internal and external).
- Coordination of the on-going digital and social media presence for the CEP to share the work of the CEP including arts, culture and heritage opportunities for children and young people and CEP Members in Sandwell including regular Newsletter.
- Develop, manage and deliver Sandwell C.A.K.E (Collaboration and Knowledge Exchange) events each quarter and the annual Tea Party in July for teachers and arts and cultural organisations. Please note there is a separate budget for these events.
- To identify and apply for funding and/or investment to fund the role post November 2019.
- To undertake any other duties set by the Chair/Vice Chair/Arts Connect LCEP Manager.

### **PERSON SPECIFICATION**

#### **Essential**

- At least 2 years professional project management experience
- At least 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 the membership network.
- Good working knowledge of the cultural and education sector for children and young people and ideally in Sandwell.
- 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.
- Working knowledge of the Black Country.

#### **General requirements**

- The post holder will manage their own workload and priorities and deliver project administration effectively.
- The post holder will be freelance and will be responsible for their own tax and national insurance contributions.
- Be ICT literate, have their own computer, be able to develop new skills quickly and use, Outlook, Wordpress, Social Media and be self-sufficient in office administration.
- Attend management group and sub-groups meetings as required.

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

**To apply:** Please provide CV and two page cover letter providing an insight into your experience, approach to this role and a key milestone plan to Lucy Carlton-Walker – [l.carlton-walker@wlv.ac.uk](mailto:l.carlton-walker@wlv.ac.uk) using the subject heading “Sandwell LCEP DC”.

**Deadline:** Friday 4<sup>th</sup> January 2019 – 5pm (Late submissions will not be considered)

**Interview:** To be scheduled 24<sup>th</sup> & 25<sup>th</sup> January 2019. Please consider when making your submission.

**Additional information:** Lucy Carlton-Walker – [l.carlton-walker@wlv.ac.uk](mailto:l.carlton-walker@wlv.ac.uk) / 0121 446 3204

**This role is funded by Arts Connect through Arts Council England and administered by Creative Academies Network (CAN) on the behalf of Sandwell Cultural Education Partnership (SCEP).**