



Northumberland LCEP (Local Cultural Education Partnership) Coordinator

Hours of work: Initial contract period 50 days between: Sept 2022 – Sept 2023 (approx. two days per week Sept 2022 to Dec 2022, and then approximately one day per week from January 2023 to September 2023). We anticipate that the successful Coordinator (alongside the Northumberland LCEP steering group) would bring in further funding during this time to help sustain and expand the role.

Location: From your own home and other locations as required. An ability to travel easily around Northumberland is essential in order to carry out this role.

Contract Type: Freelance contract fixed until September 2023. This position requires an Enhanced Disclosure and Barring Service (DBS) Check. Fee £200 per day, up to a value of £10,000 for the whole contractual period. As this is a freelance role, the post holder will be responsible for their own tax and National Insurance payments. Reports to Northumberland LCEP Chair and Mortal Fools Artistic Director CEO Kiz Crosbie.

Context of Role

National Context: Arts Council England in partnership with the Department for Education launched The Cultural Education Challenge to improve the alignment of cultural education for young people through Local Cultural Education Partnerships (LCEPs). Over 90 LCEPs have been established across England. In each Local Cultural Education Partnership, a Bridge Organisation works with schools, the local authority, voluntary and community organisations, Higher Education, Music Education Hubs, and other funders 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.

Northumberland LCEP: Northumberland Local Cultural Education Partnership (LCEP) is a partnership network that advocates for the role of arts and culture in young people's lives in Northumberland.

The aims of the Northumberland LCEP are:

1. All Northumberland schools develop a cultural entitlement plan that embeds engagement in the curriculum and across the school.
2. Greater equality of opportunity for children and young people's engagement across Northumberland, supported by a stronger partnership network.
3. More opportunities for children and young people to collaborate in planning and leading learning.
4. All stakeholders and partners to engage with reflective learning.

5. More children, young people and families engaging in activities that develop positive perceptions and greater ownership of arts and culture.
6. A broader range of skills is developed in the curriculum.

The Northumberland LCEP has an active membership, but faces challenges connected to resource (people and budget) and the large geographic spread of the county. In order to develop the Northumberland LCEP to deliver effectively against its aims, the Steering Group has developed a new Proposal for delivery in 2022/23 (Phase One) which includes plans for both in year activity and to secure longer term sustainability (Phase Two).

Current members include Northumberland County Council Cultural Services, Northumberland County Council School Improvement, Northumberland Church of England Academy Trust, Mortal Fools, Duchess Community High School, Music Partnership North: Northumberland, Greenhaugh Primary School, The Maltings, Queens Hall, Collingwood School & Media Arts College, Museums Northumberland, Chantry and Newminster Middle Schools, November Club, Sele First School. The Northumberland LCEP is supported by Culture Bridge North East.

Responsibilities and Duties

Job Overview: The Northumberland LCEP Coordinator will be central to the development and delivery of the Northumberland LCEP over the coming year (Phase One), with potential for the role to grow and develop with additional funding. The postholder will act as the key coordinator between Northumberland LCEP partners, cultural organisations and educational institutions and will support the development and delivery of the Northumberland LCEP Proposal.

They will engage in a diverse range of tasks from identifying potential fundraising streams, writing fundraising bids, convening meetings and administrative tasks, leading on the Northumberland LCEP's communications strategy, coordinating project delivery and supporting membership.

A particular need is that the successful Coordinator (alongside the Northumberland LCEP steering group) will bring in further funding during this time to help sustain the role and beyond Phase One.

This role is the only paid post within the partnership.

Fundraising:

- Work with Northumberland LCEP Chair and Steering Group to identify potential fundraising opportunities including trusts and foundations, partnership funding opportunities and private sector investment.
- Undertake bid writing with support from Northumberland LCEP Chair and membership.

Communicating and liaising:

- Providing a point of contact for the Northumberland LCEP membership and those looking to engage with the LCEP.
- Regularly communicating with the Northumberland LCEP Chair and steering group to report on progress for each work strand.
- Working with Northumberland LCEP to develop a web and social media presence and to generate and create content.
- Representing the Northumberland LCEP regionally at meetings, conferences, and events.

Project organisation and management:

- Working with the Northumberland LCEP to deliver the Proposal including forming an Activities and Projects work stream that proposes a programme of events and teacher CPD.
- Administrative support including organising LCEP meetings, setting agendas, circulating information etc.
- Record keeping and evaluation of projects and events delivered by the LCEP.

Expected Competencies Experience and knowledge:

- Experience of working within the creative education sector, e.g., with practitioners, young people, schools and music, art or community organisations.
- Experience of coordinating participatory arts projects or cultural education programmes.
- Experience of writing successful fundraising bids, coordinating project delivery and meeting reporting requirements.
- Experience of working with communities who experience exclusion or marginalisation.
- Experience and knowledge of safeguarding children and young people.

Skills and personal characteristics

- Excellent organisational skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills: an ability to relate confidently and sensitively to a wide range of people.
- An ability to work as a member of a broad team of partners, balancing priorities from across each partner organisation.
- Evaluation skill including an ability to record and gather information and undertake evaluation.
- An ability to be proactive and manage own workload and balance priorities.
- A passion for inclusive and equitable practice in the arts, and a belief in the social and personal benefits of cultural education.