



Applicant Job Pack

Vacancy Details	
Vacancy	Slough Cultural Education Partnership - Schools Relationship Manager
Employer	YES & Resource Productions CIC on behalf of Slough CEP
Address	27 Church Street, Slough, SL1 1PL & remote
Contact	Dominique Unsworth, CEO, dom@resource-productions.co.uk
Role summary	Organise meetings and facilitate the partnership, strengthening links with schools and colleges. This is vital to developing the CEP's evidence-based strategy to provide increased access and engagement with arts and culture.
What we're after	The successful candidate will have experience of working within the education sector and/or in Arts organisations. They will be a team player with a positive approach to work, and an empathetic approach to others. Clear, creative and strategic thinking is essential, along with evidence of relationship building and attention to detail.
Wage	£25,000 - £30,000 FTE per annum, plus a package of benefits.
Hours	Part time, term-time only, 14 hours per week. Additional hours to be reviewed after 3 months. Timing of hours can be negotiated for the right candidate.
Future prospects	This is a 2 year, part-time fixed-term post, but the intention is to grow the role around the successful applicant.
About the Candidate	
Skills required	<p>Ability to build relationships and sustain networks with a range of stakeholders, including all levels of schools and colleges, Slough Borough Council and a wide range of cultural and arts organisations.</p> <p>An understanding of School/college curricula and the teaching outcomes schools aspire to from KS1 - KS5 to inform relationship building with schools.</p> <p>Ability to present clearly and effectively to senior leadership teams of organisations.</p> <p>Communication/IT literate – able to use Word, Excel etc plus sites like Mailchimp, Eventbrite and Wordpress and to communicate well via email, phone and face to face.</p> <p>Experienced in data collection and analysis.</p> <p>Ability to keep efficient and effective records including budget monitoring.</p> <p>Awareness of GDPR, Safeguarding, National Curriculum, government policies and current thinking around the role of culture and the arts in supporting the achievement and welfare of children and young people, for example the Durham Commission or Let's Create.</p>
Key Dates	
Interview date	Friday 14th May 2021
Start date	Ideally Monday 7th June 2021, but flexible by negotiation.
How to Apply	
By Email	info@resource-productions.co.uk
Please send	CV & a covering letter detailing why you would be suitable for the role.
No later than	9am Monday 3rd May 2021



Job Description

Job Title	Schools Relationship Manager
Grade	Manager
Main purposes of job	To organise meetings and facilitate the partnership, strengthening links with schools and colleges.
Key Deliverables	
Consult	Consult with teachers and Senior Leadership Teams to understand and document the needs, concerns and challenges in relation to children and young people in their school communities.
Network	Develop the Slough CEP's school and FE network by building wider relationships with relevant heads of department, Senior Leadership Teams and support staff to understand their needs particularly around wellbeing and curriculum development
Promote	Develop the Slough CEP by working with existing Slough groups (for example the Thames Valley Learning Partnership, Slough Schools Sports Network, Slough Association of Secondary Heads) to support the development, accessibility and promotion of sustainable opportunities, using the school and community research to inform this work
Represent	Work with partners to ensure that the voices of children and young people in Slough are represented in the work of the CEP.
Present	Prepare and present teachers with a comprehensive package of what opportunities there are for schools including their disadvantaged and vulnerable children and young people with local cultural engagement activity using Connectingwithculture.com as a resource.
Contact	Over time, to become the main point of contact between the CEP and schools when developing new arts and cultural programmes.
Fundraise	Support the CEP's fundraising activities.
Quality Assure	Promote the benefits of Arts Award for children and young people and Artsmark as the quality mark to schools
Administrate	Organise and administer the CEP meetings main board and subgroup meetings, supporting partners to act.
Communicate	Maintain regular communication with stakeholders, e.g. newsletters, sharing of Artwork information
Monitor & Evaluate	Develop ongoing data collection and evaluation processes to ensure the continued relevance and impact of the CEP work to the wellbeing and education of the wider community
Responsible for	Relationships with schools & arts organisations across Slough
Reporting to...	CEP Steering Group and Abhirami Arumbakkam



Slough Cultural Education Partnership Background Info.

Established in 2016, Slough's Cultural Education Partnership (CEP) is a consortium of cultural, health, children's services, and educational organisations. It aims to create an evidence-based strategy, supported by funding, that will shape the future of arts and cultural provision for children and young people in Slough, increasing access, ensuring high quality, and supporting their health, social and economic needs.

The Slough CEP is managed collectively by members of the Management Steering Group chaired by Slough Borough Council. Lead members include the Slough Music Education Hub, Youth Engagement Slough and The Arbib Education Trust.

CEPs are an Arts Council England initiative supported by Bridge organisations that aim to increase creative and cultural opportunities for children and young people and develop better relationships between cultural organisations, schools, HE and FE providers.

Slough CEP is supported by Artsworld, the South East Bridge organisation.

Slough CEP Terms of Reference

Vision: For all children and young people in Slough to take part in and enjoy culture, heritage, and the arts. We want this participation to be with local, regional, national and international partners and for it to be sustainable. Above all, our vision is for culture, heritage, and the arts in Slough to help the children and young people achieve and be happy, creative, and productive and prepared for a positive future

Purpose: The purpose of the group is to create an evidence-based strategy, supported by funding and investment, that will shape the future of arts, cultural, and heritage provision for children and young people in Slough, increasing access, ensuring high quality, and supporting their health, social and economic needs.

Success criteria

- To create an evidence-based strategy and undertake activity that:
 - o Ensures increased access to arts, cultural, and heritage activities by children and young people in Slough, especially those from areas of deprivation.
 - o Supports the health, social and economic wellbeing of children and young people in Slough.
 - o Supports existing good practice, evidenced by the quality principles framework, in art and culture activities for children and young people and develop new initiatives where required.
 - o Ensures that access to arts, cultural, and heritage activities is sustainable.
 - o Ensures that access is provided to a diverse range of communities.
 - o Ensures that ideas, opinion and choices of children and young people are heard within the commissioning process.
 - o Where appropriate, ensures that more children and young people will develop cultural leadership and achieve progression by achieving Arts Award.



- o Where appropriate, schools validate their commitment to quality provision by achieving Artsmark.
- o Provides access to workforce and professional development for artists and cultural organisations in Slough, or for those who work with the children and young people of Slough.
- o Supports arts, cultural, and heritage organisations to develop their practice through the use of recognised Quality Standards, for instance Simple Quality Protects and Investors in People.
- o Identifies initiatives, funding and investment streams, and grant programmes that will support its partners, sub-groups, and Children and Young People in Slough.
- The strategy is used to shape senior level decision making over the future of arts, cultural, and heritage provision for children and young people in Slough
- To work collaboratively to secure future funding and investment for arts, cultural, and heritage activity for children and young people in Slough

Core Membership

- Membership of Slough Cultural Education Partnership is made up of:
 - o Education Providers active in Slough
 - o Higher and Further Education providers
 - o Museum and cultural heritage organisations active in Slough
 - o Youth focused organisations
 - o Creative and cultural industries and third sector organisations
 - o Slough Borough Council departments and supporting bodies
- Artwork, the ACE funded South East Bridge organisation, provides advice and support and attends meetings in an advisory and non-executive capacity.
- Membership will be reviewed on a six-monthly basis. The purpose of this is to ensure that the partnership represents the communities changing views, bring new perspectives and innovation to the partnership.
- The partnership can invite organisations to join as members or sub-groups from within Slough.
- Organisations based outside of Slough but that operate within Borough, or those that may influence or affect Children and Young People and arts, cultural, heritage, and education provision may be invited to join the partnership.
- Where relevant the Management Steering Group and sub-groups may consult with young people to gain insight and understanding of the strategic direction and activities of Slough CEP.

Structure

- Slough CEP consists of an overarching Management Steering Group with Curriculum Sub-Group and Wellbeing Sub-Group reporting to it.
- Sub-groups may be created by agreement of the Management Steering Group.
- Sub-groups may be disbanded by The Management Steering Group or by request of Sub-group members.
- Terms of Reference will be agreed between the Management Steering Group and all sub-groups.



- The Management Steering Group
 - o Has strategic responsibility for the Slough CEP. Its constituent members are representatives from The Arbib Education Trust, Slough Borough Council Libraries, The Curve (Slough Borough Council), Slough Music Education Hub, representatives of creative and cultural organisations, and the chairs of Slough CEP sub-groups.
 - o The designated lead for each sub-group will attend the Management Steering Group.
 - o The Management Steering Group will elect its chair from its members.
 - o The Management Steering Group will take decisions by majority vote. If there is a dispute the chair will have the casting vote
 - o The Management Steering Group can apply for funding and investment on behalf of the Slough CEP. Its members are ineligible to apply for grants or tender opportunities the CEP manages unless agreed by a majority of the Management Steering Group and relevant sub-group.
 - o Artwork – the South East ACE Bridge Organisation – may attend the Group in an advisory role only.
 - o The constituent members of the Management Steering Group can be amended only by agreement of the majority of the CEP Management Steering Group members.
 - o The Management Steering Group can create sub-groups and approve the focus of any sub-groups.
- The Curriculum Sub -group
 - o Aim – to widen participation in culture, heritage, and the arts for children and young people through curriculum-based approaches.
 - o The Chair of the Curriculum Sub-Group will be agreed by the Sub-Group members and the Management Steering Group at its inception meeting.
 - o The Chair of the Curriculum Sub-group will attend the Management Steering Group.
 - o The Chair will have a responsibility to ensure that minutes of meetings are taken, and actions are taken and reviewed.
 - o The Sub-group is open all Slough CEP partners who can commit to it. Members of Slough CEP Sub-groups are also members of wider partnership.
 - o Representatives of Slough education providers may apply to, or be invited to, attend the Sub-group.
 - o External culture, arts, and heritage organisations are permitted to apply to, or be invited to, attend or join the Sub-group.
 - o Representatives of Slough cultural, arts, and heritage organisations who are not currently members of the Slough CEP may apply to, or be invited to, attend.
 - o Education providers, culture, arts, and heritage organisations from outside of the Slough area are permitted to be invited and attend the Sub-Group if the Sub-Group deem them to be relevant to the work of the Slough CEP and the Sub-Group.
 - o The Sub-group will support member organisations to develop their practice and identify and disseminate best practice.
- The Wellbeing Sub-group
 - o Aim – to widen participation in culture, heritage and the arts for children and young people that contribute to their health and wellbeing.
 - o The Chair of the Wellbeing Sub-Group will be agreed by the Sub-Group members and the Management Steering Group at its inception meeting.
 - o The Chair of the Wellbeing Sub-group will attend the Management Steering Group.



- o The Sub-group is open all Slough CEP partners who can commit to it.
- o Representatives of Slough education providers may apply to, or be invited to, attend the Sub-group.
- o External culture, arts, and heritage are permitted to apply to, or be invited to, attend the Sub-group.
- o Representatives of Slough cultural, arts, and heritage organisations who are not currently members of the Slough CEP may apply to, or be invited to, attend.
- o External culture, arts, health & wellbeing, and heritage are permitted to be invited and attend the Sub-Group.
- o The Sub-group will support member organisations to develop their practice and identify and disseminate best practice.

Accountability:

- Governance - Slough CEP is a formal partnership brought together under this Terms of Reference document. The Management Steering Group is the strategic lead for the Slough CEP.
- Commissioning
 - o The Slough CEP responsible for commissioning any financial resource which will actively contribute to the agreed outcomes. It is also responsible for identifying and generating revenue to support outcomes.
 - o The Management Steering Group is solely responsible for applying for funding and investment on behalf of Slough CEP.
 - o Members of The Management Steering Group are:
 - Eligible to apply for grants and investment on behalf of Slough CEP and allocate that funding for full-cost recovery and/or delivery to the organisations they represent.
 - Ineligible to apply for grants and investments or tender opportunities Slough CEP manages.
 - Ineligible to be paid or commissioned by another Slough CEP Management Steering Group member for delivery or project management of Slough CEP grants or opportunities.
 - The Management Steering Group is able to commission external organisations for strategic advice, development, evaluation, and other consultancy matters as needed.
 - o Members of Sub-groups are:
 - Eligible to apply to The Management Steering Group to develop, deliver, and manage grant, project, or tender opportunities that the Management Steering Group manage. Any other organisation attending a sub-group as an observer, advisor, or non-executive participant will have to formally join the Slough CEP to gain any grants, project benefits, or tender opportunities.
 - Ineligible to represent Slough CEP when applying for grants or respond to tender opportunities.
 - Able to advise the Management Steering Group on the application of grants, programmes, and opportunities that will meet Slough CEP and/or sub-group aims, objectives, and activities. Sub-group advice is not binding on the Management Steering Group.

Working methods

- Slough CEP members agree to:
 - Work collaboratively towards the outcomes agreed.



- o Develop and use an Outcomes Framework and associated project planning tools to plan project activity delivered individually and in partnership. This will be informed by Arts Council England's Quality Principles.
- o Share data/intelligence, project ideas and learning with Slough CEP members at partnership meetings or within Slough YES to inform the development of the Outcomes Framework and the shared expertise of the group.
- o Slough CEP members understand that there needs to be a long-term commitment and that collaboration is designed to be sustainable.
- o The venue for meetings will be held in Slough. During the initial phase (2020/21)-[dc, meetings will be held on at least a 2 monthly basis.
 - The partnership and its sub-groups will be asked for decisions and recommendations on a range of cultural opportunities in Slough for children and young people. When voting the majority carries the vote, if the vote is tied the chair has the deciding vote. In the event that a board member is unable to attend their substitute can attend to vote on their behalf or they can vote in advance of the meeting by sending their vote through to the chair.
 - Where relevant the Slough CEP and any sub-groups may consult with young people to gain insight and understanding of Slough CEP initiatives, and test whether they will make a positive impact on children and young people in Slough.

Review

- Slough CEP will review its outcomes, membership, and activity on an annual basis.

Changes

- This is intended to be a working document and as changes are made it will be circulated to the partnership. Revisions will be dated:
 - o October 2016 – Original Terms of Reference Agreed
 - o April 2020 – Terms of Reference revised to reflect new structure