



Recruitment of Freelance Co-ordinator for Northumberland Cultural Education Partnership

Initial contract of 20 - 25 days @ £200 per day to end March 2025
(likely extended into 2025-26 contract)

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 children and young people through Local Cultural Education Partnerships (CEPs). Over 90 CEPs have since been established across England. These partnerships bring together a diverse range of stakeholders, including cultural organisations, educational institutions, local authorities and community groups to create a more cohesive and accessible cultural education offer.

Northumberland CEP

Northumberland Cultural Education Partnership (CEP) is a partnership network group that advocates for the importance of arts, culture and creative activities in children and young people's lives in Northumberland.

In the last two years, this work has focused on using participation in creative activities to improve the health and wellbeing of children and young people and creating a methodology to prove its impact.

The CEP is in the process of writing a new strategic plan.

The Northumberland CEP has an active voluntary steering group of schools, local authorities and cultural organisations from across the county, including:

- Northumberland County Council
 - Cultural Services
 - School Improvement
 - Economy and Regeneration
- Duke's Secondary School, Ashington
- Duchess' Community High School, Alnwick
- Sele First School, Hexham
- Greenhaugh Primary School

- Collingwood School and Media Arts College (SEN specialist)
- Music Partnership North
- Mortal Fools
- November Club
- Queen's Hall Arts
- Museums Northumberland
- Berwick Maltings
- North East Combined Authority

Members meet several times a year in person and via Zoom.

The group receives annual funding support from Arts Council England, via Tyne & Wear Archives and Museums (TWAM), works with consultants supporting development, as required and has successfully raised funds from Public Health Northumberland and the Partnership Investment Fund (ACE).

The current CEP Chair is Katy Taylor, Artistic Director & CEO of Queen's Hall Arts.

Coordinator Key Responsibilities

Role Overview

Managed by Queen's Hall Arts and Mortal Fools, the freelance Coordinator will be central to the successful development and delivery of the Northumberland CEP by providing a central administrative link between the CEP members and undertaking the following:

Communicating and Liaising

- Providing a central point of contact for the Northumberland CEP steering group and those looking to engage with the CEP.
- Regularly communicating with the Northumberland CEP Chair and steering group to report on progress for each work strand.
- Update the CEP website and creating social media content.
- Representing the Northumberland CEP regionally at meetings, conferences, and events.
- Administrative support including organising CEP meetings, coordinating agendas, circulating information / papers etc.
- Record keeping and coordinating the evaluation of projects and events delivered by the CEP.

Expected Competencies Experience and Knowledge

- Demonstrable experience of work in a similar or comparable role.
- A keen interest or experience of work within the creative education sector, e.g. with creative practitioners / artists, children and young people, schools or creative organisations.
- Experience of coordinating participatory arts projects or cultural education programmes, or comparable programmes.
- Demonstrable understanding or experience of working with communities who experience exclusion or marginalisation.
- Experience and knowledge of excellent practice in safeguarding children and young people.

Skills and Personal Characteristics

- Excellent organisational skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills, including 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, successfully balancing priorities from across each partner organisation.
- An ability to manage the gathering and recording of project data and feedback and provide administrative support for project evaluations.
- An ability to be proactive, take initiative 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.

How To Apply

Please send a recent CV and covering letter of no more than 300 words describing your relevant experience to workforus@queenshall.co.uk.

The deadline for applications is Friday 7 February at 5pm.

Interviews will be in person or online 10 & 11 February.