

North Tyneside Cultural Education Partnership

North Tyneside Cultural Education Partnership is seeking to appoint an experienced Development Co-ordinator to support its development, membership, Steering Group and delivery of its planned programme and projects.

Role: Development Co-ordinator

Salary: £25000-28000 pro rata depending experience

Hours: Part Time 16 hours per week (flexible as required)

Employer: Helix Arts NPO

Duration of contract: Fixed term contract September 2021 – September 2023

Reporting to: Director, Helix Arts

Base: Helix Arts, North Shields. Smart working in place (Offsite and office-based)

Application Closing Date: Monday 16th August 2021

Interview Date: 1st September 2021

Role of the Development Co-ordinator

The Developmental Co-ordinator will support the North Tyneside Cultural Education Partnership Steering Group to achieve its objectives and particularly focus on:

- Managing the communications for North Tyneside Cultural Education Partnership
- Support governance and strategic positioning for the North Tyneside CEP
- Managing the delivery of the CEP action plan; key deliverables; including communications for North Tyneside Cultural Education Partnership, membership development, governance and strategic partnership development.
- Leading on the coordination and administration of North Tyneside CEP Partnership and be the key point of contact for all members.
- Collating and disseminating information from cultural organisations to CEP members.
- Undertaking any other administrative duties set by the North Tyneside CEP Chair.

Person Specification

Essential

- At least 2 years minimum professional project management experience.
- At least 2 years minimum professional experience in working with a wide range of arts/cultural and education partners and funders.
- Experience of working in partnership to develop programmes of activity for and with children and young people.
- Experience of creating marketing and publicity content to develop a brand / raise the profile of a programme of work.
- Hands on practical experience in developing opportunities to grow partnerships and membership.
- Strong communication and interpersonal skills including making presentations, writing reports and copy for websites/social media.
- Excellent administration skills including competent use of Microsoft Office packages
- Up to date working knowledge of the North East sector and their offer (particularly with a focus on children and young people).

- Experience of working independently, managing own workload and priorities.
- Passion and interest in engaging children and young people with high quality cultural opportunities.

Desirable

- Evidence of professional experience in fundraising and bid writing
- Evidence of developing or working in partnership to develop evaluation frameworks and creative methods for data collection / monitoring.
- Excellent working knowledge of the functions of Local Cultural Education Partnerships.
- Experience of working with educational institutions.

General Requirements

- This role is subject to Disclosure Barring Service (DBS) check and two satisfactory references.
- The post holder will manage their own workload and be an excellent project manager. It is essential that they are ICT literate and are self-sufficient in office administration.
- Attend Steering Group and sub-group meetings as required.

If you are interested in applying for this post, please send:

- A CV with contact details for two referees, ideally including one which is linked to working with children and young people in an arts / cultural context.
- A covering letter outlining your interest in the role, your skills and experience relevant to the job description and personal specification and what you would bring to the role.
- Information about whether or not you have a current enhanced portable DBS.

Please send all the above documents to: cheryl.gavin@helixarts.com

Deadlines:

Application closing date: Monday 16th August 2021

Shortlisting: 23rd August 2021

Interviews: 1st September 2021 (via Zoom)

You will be notified if shortlisted no later than: **25th August 2021**

For further information or to arrange an informal conversation about the role please contact: Cheryl Gavin 07976240570 (Chair, NTCEP) or Julie Dorr 0191 6438520 (Vice Chair, NTCEP).

Background information

The purpose of North Tyneside Cultural Education Partnership is to:

- Advise on current education and cultural policy and practice priorities and how they relate to the North Tyneside Cultural Education Partnership programme of activity to generate and holistic and progressive view of cultural education in the borough.
- Assist actively with the development and design of new and ongoing projects, initiatives and opportunities that maximise the current sector wide activity and identify and secure resources to support its ongoing development.

- Propose mechanisms and opportunities for the participation of the cultural and education sector in the delivery, commissioning and assessment of a range of projects and policy activities.
- Assist and support the development and review of a CEP business plan in line with wider Culture Central planning.
- Advise on the best ways to achieve and develop an understanding of the skills and practice development of the cultural education sector in relation to partner organisations and related projects.
- Participate actively in and contribute knowledge to the ongoing business viability of CEP with an emphasis on new forms of financial investment and alternative routes to market.
- Create and support evaluation/ feedback mechanisms that lead to a process of positive evolution of the CEP.
- Oversee fundraising and budget allocation from CEP initiatives.
- Develop initiatives and projects

North Tyneside Cultural Education Partnership is supported by Partnership Investment funding