



## **Schools Creative Engagement Practitioner**

Freelance Project Officer Brief

Commission fee: £10,000 + VAT (+ £5,000 running costs)

Dates: September 2017 – December 2018

Reporting to: Naomi Lewis / Ceri Horrocks – Salford Museum & Art Gallery (part of Salford Community Leisure Ltd.)

### **Primary Role**

- Act as the Lead Officer for development and delivery of the pilot Schools Creative Engagement programme, reporting to the project team made up of staff from the University of Salford and Salford Museum and Art Gallery.
- To fulfil the agreed outputs and outcomes identified for the project within a regional and national framework
- The fee is expected to cover around 50 days of work across the lifetime of the project
- Working hours are variable across the lifetime of the project subject to requirements and needs of the project

### **Background to NCOP**

The National Collaborative Outreach Programme (NCOP) aims to support the most disadvantaged young people in England to progress into higher education (HE). It will run from 2016-17 to 2019-20.

The programme consists of 29 consortia undertaking outreach activity in geographical areas where the HE participation of young people is both low and much lower than expected based on GCSE-level attainment.

The consortia comprise:

- HE providers
- schools
- colleges
- other organisations such as employers, third sector bodies and local enterprise partnerships.

The programme aims to support the Government's goals to:

- double the proportion of young people from disadvantaged backgrounds in higher education (HE) by 2020
- increase by 20 per cent the number of students in HE from ethnic minority groups
- address the under-representation of young men from disadvantaged backgrounds in HE.



The 29 consortia will deliver programmes of collaborative outreach in specific local areas where HE participation is low overall and lower than expected given GCSE attainment levels.

HEFCE will provide £30 million in 2016-17 to establish the consortia and start outreach activity.

From 2017-18, funding for the programme will be set at £60 million per annum.

Funding will be provided for two years in the first instance, from January 2017 to December 2018. Funding for a further two years to December 2020 will be subject to consortia making satisfactory progress towards meeting the Government's goals.

This pilot is therefore funded until the end of 2018 in the first instance, but there is scope to consider further funding throughout the lifetime of NCOP subject to approval by HEFCE.

### **Greater Manchester Higher**

Our local consortium is Greater Manchester Higher and is led by a central team based at Manchester Metropolitan University. Local partners include University of Salford, MMU, University of Manchester, University of Bolton and a number of alternative HE providers such as Salford City College and Trafford College.

### **Target wards**

Targeting is based on areas of low HE participation where there is high enough GCSE attainment to predict good HE progression. The map below shows the target wards Greater Manchester Higher will be working with. These target wards are divided into 5 geographical zones, each with its own NCOP hub, comprising a hub manager, an outreach officer and a number of graduate assistants. The 5 hubs are; Salford & Trafford, Bury, Bolton & Rochdale, Manchester, Oldham, Stockport & Tameside and Wigan.



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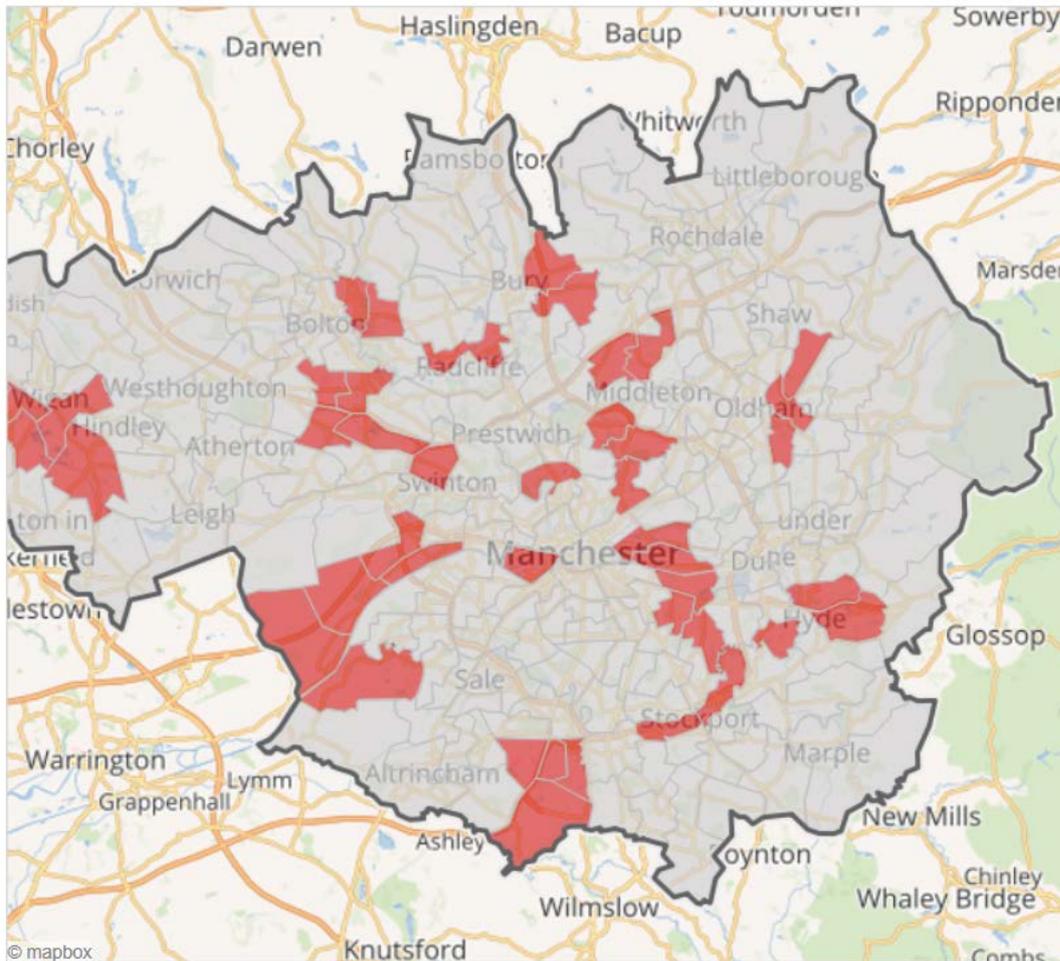
National Collaborative  
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## Map of Target Wards covered by Greater Manchester Higher



### **Schools Creative Engagement Programme Summary**

The main partners in the Schools Creative Engagement Project Team are Salford Museum and Art Gallery and the University of Salford who are keen to open up their spaces and art collections to the young people. The lead members are:

Ceri Horrocks, Heritage Development Manager, Salford Museum and Art Gallery

Naomi Lewis, Libraries and Heritage Manager, Salford Community Leisure

Alex Jackson, Senior Outreach and Recruitment Officer, University of Salford

Sam Ingleson, Academic Lead for Engagement, University of Salford

Lindsay Taylor, Art Curator, University of Salford

Working with the Schools Creative Engagement Project Team and NCOP hub managers this freelance post will seek to engage targeted secondary schools, primarily in the Salford area in the first instance, in arts activity to inspire progression on to higher education.



The projected outcomes of this pilot project are to:

- encourage creativity and creative thinking/problem solving - through practical arts activity and meeting artists and practitioners
- demonstrate the range of skills and backgrounds of artists and arts professionals and increase knowledge of potential available career paths to participants
- raise aspirations of participants to pursue arts subjects through to higher education
- increase knowledge of and access to public collections through organised visits to museums and galleries
- boost confidence generally and to travel around Greater Manchester independently – through organised external visits.

The project will involve visits to other arts establishments to inspire their work, such as Manchester Art Gallery, the Lowry, HOME, The International 3, Centre for Chinese Contemporary Art, Castlefield Gallery. There is also potential to visit artist studios such as Islington Mill, Art Work Atelier and Hotbed Press.

The anticipated outputs will be agreed with the successful candidate however they might look as follows:

- Engage 40 young people aged 14-17 in the programme over one academic year
- Undertake a minimum number of 6 Visits to external museums and galleries across Greater Manchester
- Deliver a minimum number of 6 practical arts workshops with the young people
- The above workshops may be subcontracted to other artists from a range of disciplines
- Provide a minimum of 6 opportunities for participants to engage with artists/arts professionals including University staff

The project costings allows for planning and project management time to develop the offer alongside Schools Creative Engagement Project Team and you will be supported by the NCOP hub team to identify and work with schools in their target wards. We envisage the project will run with two or three schools maximum, and work will be with a focused group over an academic year, with ongoing evaluation expected to be completed by Dec 2018. This may be formed by initial taster sessions with larger groups before becoming a more focused group of young people to work with throughout the year.

## **Responsibilities**

1. Act as the main contact for all matters relating to the Schools Creative Engagement programme.
2. Effectively develop and deliver the programme of engagement through workshops in schools, external visits and other activities as agreed. This will be carried out in liaison with project staff.
3. Lead on developing relationships with the Outreach Team at University of Salford, as well as key schools and education providers within the identified project delivery areas to create bespoke and targeted programmes of activity for young people.



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4. Create and support new and existing partnerships with internal, private and public sector organisations, including schools, Universities and cultural organisations.
5. Manage the day to day delivery of project and schemes in line with current health and safety legislation and ensure that those working on projects fulfil legal requirements and professional competencies including the use of technical specifications, session plans and risk assessments.
6. Keep the project team up to date at regular intervals.
7. Understand the evaluation framework and support the programme evaluation where possible.
8. Effectively manage your time and keep an accurate record of expenditure.
9. Proactively look for opportunities to engage with key art events across the university calendar and the wider regional art scene.

We are looking for someone who has these qualifications, skills, knowledge and experience:

Essential:

- Minimum three years demonstrable experience of effective arts project management
- Proven experience of working directly with young people in a creative / arts capacity at high school age
- Knowledge and experience of developing arts programmes or working in either libraries, museums and art galleries.
- Effective written, IT and presentation skills
- Budget management and experience of meeting funding requirements
- Ability to work with a variety of organisations, groups and individuals, developing effective working relationships with people on a number of levels
- Understanding of equal opportunity issues

Desirable:

- Knowledge of Arts subjects within the HE sector and the widening participation agenda
- Experience of freelance working and the ability to plan, prioritise and organise own workload
- Full driving licence and access to a vehicle
- Knowledge of health and safety and safeguarding issues relating to arts delivery and organising visits for groups of young people
- Experience of working within a large organisation

**Costings (£15,000 total) + VAT**

We anticipate the commission being budgeted as follows:

Project management: 10 days planning, project management and development time at £200 a day: **£2000 + Vat if applicable**

40 workshop delivery/engagement days with pupils (Year 9 – Year 13) at £200 a day: **£8000 + VAT if applicable**

(This delivery will occur during term-time)

Materials for the project: **£3000 including VAT**

Travel costs for pupils (coaches to museums etc): **£2000 including VAT**



The successful candidate will need to be registered as self-employed in order to be set up as a registered supplier to the University of Salford. The candidate will need to invoice the University at agreed stages for payment.

The successful candidate will be responsible for paying tax on the earnings through their own return

The successful candidate will be required to undertake a valid DBS clearance via University of Salford

Staged invoicing will be arranged in discussion with the freelancer, to follow the timeline of the project.

### **Applications**

If you are interested in this commission, please submit a 2 page (max) proposal outlining how you plan to meet this brief and fulfil the requirements of this commission, along with your CV to Ceri Horrocks via [ceri.horrocks@scll.co.uk](mailto:ceri.horrocks@scll.co.uk) by **12pm on Friday 4th August**

### **Enquiries**

For enquiries in regards to the role and the application process, please contact: Lindsay Taylor, Art Curator, University of Salford via [L.A.Taylor@salford.ac.uk](mailto:L.A.Taylor@salford.ac.uk)

Interviews are planned to take place on **Wednesday 16<sup>th</sup> August.**

Preferred start date for the successful candidate is w/c **4th September.**