

The City Classroom

Programme Coordinator Job Description

1. Purpose of job:

To act as the central co-ordinator for The City Classroom (TCC) Programme, ensuring the programme remains focused to the core brief and delivers agreed outputs to key milestones.

2. Responsible to:

The Director of the Spark Arts for Children (TCC Lead)

3. Key relationships: The City Classroom Partners

4. Key Aims

- To support the TCC Partners to deliver a co-ordinated, planned and strategic approach to providing cultural experiences for young people in Leicester/shire.
- To coordinate and communicate The City Classroom programme.
- To develop and maintain a paid membership scheme, specifically targeting schools.

5. Principle objectives:

- Coordinate the delivery of the programme, meeting delivery, engagement and financial targets as per the Business Plan.
- Support the Director to ensure funding agreements are serviced and reporting requirements are met.
- Ensure The City Classroom activity is connected and communicated to key partners, beneficiaries and funders.
- Develop and maintain accurate budgets and operational plans for the programme.

6. Key Duties and Responsibilities:

Programme Coordination

1. Coordinate a joint programme of activity aimed at providing cultural experiences for young people in Leicester/shire.
2. Develop and maintain a paid membership scheme, approaching and incorporating relevant stakeholders and sectors in the city and county that are not already engaged .
3. Support and encourage the membership to engage with Artsmark and Arts Award and support the delivery of Arts Award.
4. Coordinate the TCC Partners to develop effective programme planning, targets and reporting.

Administration and Finance

1. Compile and maintain a database of local schools and of local arts, culture and heritage organisations and practitioners.
2. Implement a system for collecting activity and engagement across the membership.
3. Support the membership to use the Collective Outcomes Tool and share data with The Mighty Creatives.
4. Administer the membership scheme.
5. Coordinate the collection of monitoring and evaluation reports from the membership for use internally and as part of reporting to funders and other stakeholders.
6. Maintain and update the budget, and prepare regular reports for Partners.

Communications

1. Coordinate the delivery of marketing campaigns across a range of media including direct mail, email and telemarketing, aimed at raising awareness of the programme activities, increasing membership and promoting events.
2. Produce a quarterly brochure promoting member activity and engagement opportunities
3. Develop and maintain the website, domain and social media platforms.
4. Coordinate the distribution and use of The City Classroom brand materials

Other

1. Represent TCC externally, building and maintaining positive relationships with partners, and advocating for the programme.
2. To act in accordance with The Spark's policies, including its Health and Safety Policy, Safeguarding Policy and Equality Policy.
3. Undertake any training as required by TCC.
4. Be a full team member and contribute to the life of the organisation as a whole.
5. Any other duties as may be required as part of the Programme Coordinator's role.

Programme Coordinator – Person Specification

Essential:

- At least two years' experience of project coordination within an arts, cultural or education organisation.
- A history of working with partners, schools and funders, and harnessing their support.
- Experience of planning, coordinating and delivering events.
- Ability to communicate effectively and appropriately at a variety of levels and within a wide variety of media with a broad range of external partners and stakeholders
- Outstanding written and verbal communication skills and the ability to assimilate and evaluate complex information.
- Ability to present clear and concise reports and proposals to staff, partners and others.
- Strong time management skills with an ability to plan ahead, anticipate requirements and work to deadlines.
- Literacy, computer literacy (including proficiency in Microsoft Office) and numeracy appropriate to the requirements of the post.
- Project planning, delivery, monitoring and evaluation skills.
- Share the ethos and values of the partner organisations.
- Experience of social media and digital technology in marketing campaigns.
- Strong evidence of the ability to think both creatively and practically

Desirable:

- Knowledge of the children's arts sector.
- A passion for the performing and visual arts with and for Children & Young People, and a passion for access and education work within the arts.
- Ability to act as an ambassador for the organisation at all levels of public life.
- Knowledge of Leicester and Leicestershire.

About The City Classroom

Being, becoming, belonging.

The City Classroom (TCC) is Leicester/shires Cultural Education Partnership. It brings together organisations, schools, artists and creatives to provide a co-ordinated, planned and strategic approach to providing cultural experiences for young people in our city and region.

The City Classroom produces and provides place-based cultural education for children and young people in Leicester and Leicestershire. TCC produces a joint programme of activity including an activity week, a programme of conferences and colloquia, and campaigns.

The organisation

The six founding partners are leading cultural organisations in Leicester and Leicestershire and have jointly formed the partnership to pursue the objective to raise the standards and level of provision of locally-based cultural education activity, and to enrich the cultural experience of every child and young person in our area.

The founding partners are:

- Attenborough Arts Centre, University of Leicester
- Charnwood Arts
- Leicester Print Workshop
- Soft Touch Arts
- The Mighty Creatives
- The Spark Arts for Children

The City Classroom has three main strands of activity:

- 1) An annual programme of cultural education activities produced and managed by the partners acting together.
- 2) Programmes of cultural education activity produced by partner and member organisations, individually and within their overall annual programmes of work, registered with *The City Classroom* brand.
- 3) *The City Classroom* brand itself, available for use by its members who provide cultural education activities which meet *The City Classroom* standards and objectives and support the campaign

The City Classroom offers a membership scheme to arts organisations, schools, arts practitioners and other interested parties. The membership scheme has a scale of benefits and associated subscription rates to suit the needs and the desired level of engagement for a wide range of those involved in the cultural education of children and young people in our area.

Membership is open to:

- Schools
- Arts Council National Portfolio Organisations
- Arts and cultural organisations including museums and libraries
- Arts and cultural practitioners

Vision

The vision of The City Classroom is that every child and young person will thrive through a rich and adventurous cultural education.

Mission

The mission of The City Classroom is to raise the standards and level of provision of locally-based cultural education activity, and to enrich the cultural experience of every child and young person in Leicester and Leicestershire.

<http://cityclassroom.tumblr.com/>

<http://thesparkarts.co.uk/the-city-classroom.html>

Contract details

Salary: £20k -22k p.a. (pro rata) depending on experience.

Working hours: 3 days (22.5 hours)

Contract: Fixed term until July 2018

Holiday: statutory pro-rata

The post is subject to a probationary period of 3 months and thereafter a notice period of 1 month. Appointment is subject to a satisfactory enhanced DBS disclosure.

Application information

Closing date for applications: strictly 9am on Monday 3 October 2016

Interviews: Wednesday 11 October

Applications should be made using The Spark Application Form. Please make sure you complete the personal statement explaining how you meet the criteria for the post, what you would bring to the role and what you hope to gain from an internship. A c.v. may be included **in addition** to the personal statement.

PLEASE MARK YOUR APPLICATION "TCC"

Post applications to:

The Spark Arts for Children

LCB Depot, 31 Rutland Street

Leicester, LE1 1RE

Or by email to jobs@thesparkarts.co.uk

All applications will be acknowledged by email, so please give an email contact.

The Spark Arts for Children strives to be an equal opportunities employer, and would appreciate applicants completing the attached monitoring form.