

Job Description & Person Specification



Cultural Education Manager

Weekly hours:	Between 30- 37 (hours may be negotiated)
Salary:	£29,000 - £32,000 FTE
Based:	Preston Office
Reports to:	Senior Manager: Partnerships & Place
Responsible for:	Staff as allocated

Principle purpose of the post

To work as part of a programmes team, managing distinct strands of work and projects; building relationships with key stakeholders; brokering cross-sector partnerships; and facilitating meetings, events and workshops as required.

JOB DESCRIPTION

Key Responsibilities	<ul style="list-style-type: none">• Works to a range of assigned 'briefs' to plan, co-ordinate and deliver activity associated with a distinct strand of work or a specific project.• Convenes meetings and events and leads workshops and training for professionals in education and culture.• Collaborates with other members of the team to design new content for events, CPD and resources.• Exercises leadership and influence within the region, advocating for Cultural Education, staying abreast of regional, national and international developments within the field and seeking out and celebrating excellent practice.• Takes responsibility for progressing the agreed internal or contractual targets and associated Key Performance Indicators• Collaborates with the Communications Officer on marketing and communication campaigns; and providing bespoke information and advice to schools on the effective use of our programmes• Oversees contracts, budgets and expenditure as appropriate, liaising with Senior Managers and Director of Finance & Operations• Evaluates the success of the programmes, collecting and analysing data,
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	<p>producing reports as required.</p> <ul style="list-style-type: none"> • Ensures full integration of Arts Council England’s Quality Principles across all programmes of work • Works with the Director of Programmes to communicate and liase with Arts Council England colleagues, other Funders and strategic partners, collaborating to produce the best outcomes for CYP regionally and nationally • To undertake any other relevant duties deemed necessary by line manager or the Chief executive
<p>Common Requirements of all posts</p>	<ul style="list-style-type: none"> • To contribute to the promotion and uptake of Artsmark and Arts Award • To actively seek out opportunities for development and income generation • To ensure adherence to Curious Minds’ policies and procedures • To regularly update our knowledge management and stakeholder relationship management systems • A willingness to occasionally work antisocial hours, including evenings and weekends • A willingness to travel throughout the region • A willingness to represent Curious Minds at regional, national and international meetings • To undertake any other relevant duties deemed necessary by the Chief Executive

PERSON SPECIFICATION

<p>Skills & Experience <u>ESSENTIAL</u></p>	<ul style="list-style-type: none"> • Knowledge of the education and children’s services landscape across the North West, including The Cultural Education Challenge • Knowledge of the North West’s cultural offer and issues relevant to the cultural sector • An ability to advocate for the benefits of arts and culture to schools and the lives of children and young people • Experience of facilitating training, events or workshops for professionals • Experience of collaborative working and partnership development • Experience of preparing successful funding applications • Excellent organisational and project management skills • Experience of collecting and working with data • Excellent and proven administration skills, including excellent computer literacy • Proactive and positive communication and interpersonal skills • The ability to be resourceful and to problem solve
<p>Skills & Experience <u>DESIRABLE</u></p>	<ul style="list-style-type: none"> • Experience of managing or coordinating strategic projects designed to support the arts or education sector • Experience of Arts Award and/or Artsmark programmes Facilitation of training or workshops for arts or education professionals
<p>Education & Qualifications <u>ESSENTIAL</u></p>	<ul style="list-style-type: none"> • Educated to degree level (or equivalent relevant proven experience)
<p>Education & Qualifications <u>DESIRABLE</u></p>	<ul style="list-style-type: none"> • Qualifications relating to Art, Culture or Education • Being a trained Arts Award advisor would be an advantage

Curious Minds' 7 Cs - Behaviour Specification

Attitude	Behaviour
We are Curious	<ul style="list-style-type: none"> • I look for opportunities and solutions (e.g. for income generation and organisational development) • I am open to new ideas, come up with new ideas and am willing to try new things. • I aim for best practice and, whenever possible next practice in my area of work to be a trailblazer.
We are Courageous	<ul style="list-style-type: none"> • I am willing to be challenged about my own work and to challenge others where I can offer positive solutions for change. • I am ambitious for myself and for the organisation, am proactive and take the initiative. I don't just talk about it; I do it! • I am comfortable with complexity, willing to start the journey without a map.
We Celebrate	<ul style="list-style-type: none"> • I celebrate my own and my colleagues success, whether big or small. • I am a strong ambassador for Curious Minds, proud of the brand and promote it widely. • I am a strong ambassador for arts and culture for children and young people and celebrate their successes too.
We Collaborate	<ul style="list-style-type: none"> • I'm not just a sole trader, I am aware of the impact I have, and can have, on others' work and actively contribute to the success of my colleagues. • I communicate well and am present at team meetings, and contribute meaningfully to team discussion and planning. • I am committed to enabling creative collaboration and work positively towards this goal.
We Care	<ul style="list-style-type: none"> • I am respectful, courteous and aware of the impact my actions and emotions have on others. I express my feelings and control my emotional response appropriately. • I care about children and young people and believe in the value of arts, culture and creativity. • I value resources, financial and physical and use them wisely keeping in mind issues of equality, accountability and transparency
We are Conscientious	<ul style="list-style-type: none"> • I plan my workload to manage my time and achieve my goals. • I come prepared to meetings and think before I speak/act. • I deliver on my commitments, give attention to detail, arrive on time, present myself professionally, meet all deadlines and respond promptly to all enquiries. • I am reflective and reflexive and willing to adapt.
We are Credible	<ul style="list-style-type: none"> • I am honest and truthful. • I know my stuff and keep up to date with latest developments. I say when I don't know something and am willing to learn. • I am confident and professional, knowing when to speak and when to keep quiet.