

Job Specification: Hope Streets Project Co-ordinator

Salary:	£29,000 Pro Rata
Hours:	30 hours per week (0.8), fixed-term for one year initially
Based:	Working across the North West (Curious Minds' office is in Preston)
Reports to:	Head of Inclusion & Innovation
Responsible for:	Various freelancers
Application Deadline:	5pm on the 12 th of July 2018
Interview date(s):	26 th of July 2018, in Preston

The Organisation

Curious Minds is an ambitious educational charity dedicated to improving the lives of all children and young people by placing high quality arts, culture and creative learning at the heart of schools and other children's services. As part of a national network of 10 Bridge organisations, we are funded by Arts Council England to use our experience and expertise to connect children and young people, schools and communities with great arts and culture.

Based in Preston City Centre, close to a mainline train station and major motorway networks, we are the lead agency for cultural and creative education in the North West of England. We work in partnership with leading cultural and academic institutions regionally, nationally and internationally and have built a strong reputation for driving innovation and improvement in the field of creative and cultural education.

The Role

We require a dynamic and experienced project co-ordinator to play a key role in the delivery of Hope Streets, a brand-new project funded through Kick the Dust, the Heritage Lottery Fund's pioneering new funding scheme.

The Hope Streets Project Co-Ordinator will be the lynch pin of a vibrant and fast-paced project. They will work with and alongside a wide range of partners and experts and be at the heart of a project creating real strategic change.

Hope Streets is a brand new, 5-year project funded by the Heritage Lottery Fund, which will see young people aged 11 – 25 revolutionise the way museums work with their peers. It is being led by a consortium of three organisations in the North West; Curious Minds, Youth Focus North West and Museum Development North West.

It's called Hope Streets, because we want museums and heritage organisations to help young people build their hopes for the future by connecting with the past and to the present. We also want those museums to see young people as their hope for the future – their future visitors and workforce, and the makers, interpreters and guardians of history.

Over 5 years, we'll continue to develop the museum's skills, plans and ambitions through practical youth projects, with the museum staff taking an increasingly active role. Young people will be continually guiding how this work develops, and we expect to create a really wide range of opportunities for young people to get involved.

By the end of 5 years, museums will have permanently changed how they work with young people – we'll be expecting to see young people initiating, leading and guiding projects that are interesting and relevant to their peers, sitting on boards, transforming the way museums communicate with young audiences, regularly involved in making decisions, and challenging how museums are run. We expect the museums to have made permanent changes to their plans and the way they do things and have a staff team who feel confident, skilled and enthusiastic about young people and what they bring to the museum.

We are working with a lead partner museum in each of the 5 sub-regions of the North West.

The lead partners are:

- The Atkinson (Sefton - Merseyside)
- Bolton Museums (Bolton - Greater Manchester)
- Tullie House (Cumbria)
- Clitheroe Castle Museum (Lancashire)
- West Cheshire Museums (Cheshire West and Chester)

Job Description

- To co-ordinate the Hope Streets Programme, keeping the project on track and to time, developing any systems necessary to do so and ensuring records are maintained and updated as needed.
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- To input and contribute to the plans and ideas for Hope Streets, and create the action plans that will turn them into a reality.
- To support the sourcing, recruitment and induction of freelance staff and experts.
- To visit activities and sessions, gathering stories and case studies to be used in external communications and evaluation.
- To be responsible for the administration of the Hope Streets Programme, including collecting and collating quantitative information, and monitoring progress against contracts.
- To take responsibility for making and communicating efficient logistical arrangements, e.g. booking venues, arranging resources.
- To act as secretary to the Hope Streets Steering Group; be responsible for arranging meetings, producing an agenda and necessary documents, and taking and distributing minutes.
- To contribute to the reporting and both local and national evaluation of the programme, both through your own reflections and observations and those of others, and by providing monitoring and tracking information.
- To act as the first point of contact for the Hope Streets programme, responding to requests for information and routine enquiries, or re-directing as appropriate.
- To maintain excellent communication, positive relationships and regular contact with all partners, thereby retaining an overview of progress.
- To pro-actively liaise with and between partners and freelancers, facilitating efficient and clear arrangements.
- To troubleshoot and problem solve as necessary, anticipating needs.
- To undertake any other relevant duties deemed necessary for the success of the programme.

Common Requirements for all Posts

- To undertake any other relevant duties deemed necessary by the Chief Executive
 - To be active in seeking out opportunities for development and income generation
 - To ensure adherence to Curious Minds' policies and procedures
 - To regularly update the CRM
 - A willingness to occasionally work antisocial hours, including evenings and weekends
 - A willingness to travel throughout the region
 - To represent Curious Minds at regional and national meetings as required
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Person Specification

ESSENTIAL CRITERIA

Qualifications & Training

Equivalent level of experience in a similar position or educated to degree level

Experience

Experience of and enthusiasm for work with or for young people

Experience of and enthusiasm for working with the art and culture sector,
(particularly heritage would be an advantage)

Successful experience of collaborative working in multi-organisation partnerships

Experience of monitoring budgets, with support

Experience of note taking, report writing and collecting and working with data

Practical skills & knowledge

Excellent organisational and project management skills

Knowledge or experience of project evaluation for funded projects

Proactive and positive communication and interpersonal skills

The ability to be resourceful and to problem solve

Excellent and proven administration skills, including excellent computer literacy

DESIRABLE CRITERIA

Qualifications & Training

Administrative or project management training or qualification

Experience

Experience of giving presentations

Experience of facilitating or training groups of professionals

OTHER REQUIREMENTS

Willingness to travel across the North West regularly, and to London on occasion.

Curious Minds' office is in Preston and it will be necessary to spend at least one day per week there.

This post will be subject to a DBS check.

Curious Minds' 7 C.s Behaviour Specification

All our team members are expected to share a positive, pragmatic and people-centred attitude and to model the following behaviours in their work:

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 colleague's success, whether little or big. • 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.
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Benefits

This is a rare opportunity to join a highly-regarded strategic arts education charity with regional, national and international reach. You will be part of a dynamic and expert team responsible for delivering high-profile activity, working in partnership with leading cultural and academic institutions.

We are offering a generous salary, along with staff CPD, and a fulfilling role working in a friendly, flexible and supportive environment. Benefits include:

- 25 days holiday rising 1 day each year to a maximum of 30
- Curious Minds' office is located in a vibrant city centre, close to a mainline train station and major motorway links
- Flexible working arrangements
- Free parking
- Company Pension Scheme with generous 6% employer contribution
- Annual wellbeing fund (currently £50)
- Up to 8 extra reading days over Christmas when the office is closed for two weeks.

Application Procedure

Please download the application forms, complete them and send them to Susan Blackburn: susan.blackburn@curiousminds.org.uk. Applications must be received by 5pm on the 12th of July 2018. Interviews will be held on the 26th of July 2018 in Preston.

Please note: This post is currently subject to confirmation of a grant from the Heritage Lottery Fund. We are in a non-competitive Stage 2 application round and are expecting a final decision on the 27th of June 2018.

On your application form, please clearly state how your previous experience links to the requirements of the role. Candidates who do not clearly show how their experience matches the essential criteria will not be considered.

We would be very grateful if you would complete and return the Equal Opportunities Monitoring section of your application.



For an informal conversation about this role please contact, Kelly Allen, Head of Innovation & Inclusion: kelly.allen@curiousminds.org.uk or telephone: 01772 827001

JD updated: June 2018 by Kelly Allen. This job description will be reviewed in 12 months.
