

Freelancer brief

A freelancer with cultural education experience is required to support the Salford LCEP (local cultural education partnership) to develop an online resource. Your services will be needed for the equivalent of 10 days' work throughout May and June

Salford's Local Cultural Education Partnership is a network of organisations working collaboratively to support cultural education across Salford. The steering group includes Curious Minds, DIY theatre, The Lowry, Salford School Improvement, United Learning Trust and Salford University.

Whilst still in the early stages of forming the partnership, we are keen to do what we can to help our stakeholders throughout this difficult time. In particular to support anyone trying to help children and young people stay creative during lockdown.

We believe there is a need to help teachers, youth workers, youth arts practitioner and anyone else supporting children and young people, to navigate the large number of resources, opportunities, offers that might be overwhelming their inboxes and social media feeds. We believe we can play a role in curating a simple online resource that will help to filter and summarise what's on offer that might keep CYP safe, well and connected to great art, culture and creative activity.

We would like to find a freelancer with

- Good local knowledge of Salford
- Experience of working in, with or for the Cultural Education sector
- Strong project management skills
- Ability to work from home and access a laptop/internet
- Confidence to explore and use new online platforms
- Ability to work to tight timescales and turn things round at pace
- Previous experience of marketing or digital design is beneficial but not essential.
- A minimum of 10 days available throughout May and June. (hours are very flexible to suit your availability)

We would especially love to offer this role to someone from within Salford who has lost work due to the Covid crisis.

The day rate available is £225 maximum plus up to £25 per day for reasonable expenses

The freelancers will work with the partnership group to

- Co-write the brief for a new temporary, web based resource or platform. At this stage we envisage using 'padlet' (an online 'noticeboard') which requires no great technical skills and can be self-taught within an hour or two.

- Issue a call out for suitable content from arts organisations, charities, schools, youth services etc. as well as searching online to find suitable material already shared
- Filter, organise and upload the material.
- Finally the freelancer will work with the partnership group to create a soft online 'launch' and disseminate the new resource as far and wide as possible.

The freelancer will be supported by members of the Salford LCEP steering group and contract managed by Curious Minds.

The partnership group are currently seeking further funding and if this becomes available, there may be the option to extend the contract, allowing us to offer you more time to maintain the resource for a longer period of time.

To express interest

- Please send your CV and 500 words max. expressing your interest and demonstrating your suitability and availability for the role to holly.ball@curiousminds.org.uk
- Please send the names of two referees who can be contacted on the same day if you are shortlisted.
- Please be prepared to fill in and return some 'new provider' paperwork within 24 hours of being offered the role – this will include a copy of a bank statement.

Timescales

- EOIs must be submitted by 12 noon on 11th May
 - Shortlisting will take place on 13th May. We will contact successful applicants on the 14th or 15th May. (we will be unable to give feedback to unsuccessful applicants)
 - An informal interview will take via Zoom on 15th May.
 - New provider paperwork will be given to the successful applicant that day and this must be returned by 17th May latest so that the contract can begin on 18th May.
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