

Job Title:	Cultural Education Partnership Manager	Grade: 10	Spinal column point range: 31-33
Department:	Arts and Culture	Post no:	
Directorate:	Community Development	Location:	Perceval House and any location in the borough

Role reports to:	Arts and Culture Manager
Direct Reports:	None
Indirect Reports:	Cultural Education Partnerships Apprentice, Arts and Culture young person through Kickstart
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

JOB DESCRIPTION

Safer recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a satisfactory enhanced Disclosure and Barring Service (DBS) check.

PURPOSE OF ROLE:

Context:

- About LCEPs: Local Cultural Education Partnerships (LCEP) were launched by Arts Council England in 2015. LCEPs seek to ensure all children and young people (CYP) have access to high quality creative and cultural experiences where they live. They involve strategic working between cultural and voluntary sector organisations, creative and digital industries, education providers, local authorities and music education hubs.
- With support from A New Direction's (AND) Challenge London Fund, and investment from Ealing Council, the Council wishes to develop an LCEP with local stakeholders that ensures all CYP living and/or studying in Ealing have equal opportunities to experience, participate in, and create high quality cultural experiences.
- Our ambitious aim is to bring about a revolution of youth culture, to ensure CYP are empowered and have a voice in co-designing and co-delivering an LCEP framework – to bring about unprecedented change
- The Ealing LCEP Manager will work at a senior strategic level within the Council's Arts & Culture Service and in collaboration with the Council's Ealing Learning Partnership and key departments including the Skills & Employment, Public Health, Youth, Schools Partnerships, Libraries and Music Education Hub services.

- The role is for 3 days/week on a fixed term contract (ending on 30 June 2022 when the AND funding ceases)

Purpose:

- plan and develop the formation and smooth running of an Ealing LCEP: co-develop and co-design a governance and leadership framework for the LCEP, together with key external stakeholders
- Set up a Youth Forum as part of the Governance model to ensure that Youth Voice is key in co-developing and co-delivering the partnership, bringing about maximum innovation and creativity
- Co-develop a Theory of Change (ToC) with partners and CYP, through an incremental process, to help shape and articulate shared ambition, vision deliverables and legacy
- Together with key partners such as University of West London, lead on evaluation
- Closely work with partners involved to promote a cultural offer for all CYP, 0-25 years old, within and outside of school settings, including the most vulnerable (those in socially and economically deprived areas, SEN, Children in Care, Children at Risk of Exclusion etc)
- Develop plans to ensure sustainability of the partnership beyond June 2022, when funding from AND ends. This may include sustaining the LCEP Manager post beyond June 2022, To this purpose, closely work with Young Ealing Foundation on developing a fundraising and legacy plan to ensure the continued thriving and sustainability of the partnership after the initial funded period

KEY ACCOUNTABILITIES:

- Working closely with The Arts and Culture Manager, work strategically across a range of policy areas with internal departments and external stakeholders.
- With partners, develop an action plan for co-creating and implementing a ToC and a monitoring and evaluation plan to capture and build a robust evidence base to learn about and promote the value of arts, culture and creativity.
- Promote a better understanding of the needs of CDI employers in general but the screenskills sector in Ealing in particular, and
- Broker partnerships between schools, cultural sector and CDI to support the skills pipeline through supporting and catalysing collaborative projects that enhance the curriculum e.g. development of CPDL opportunities for teachers, support schools with Artsmark, etc.
- Promote a better understanding of the needs and opportunities of local pupils and schools to a range of stakeholders to ensure the acquisition of cultural capital and progress in attainment for all CYP, and in particular the most disadvantaged (Free School Meals and Pupil Premium students).
- Work with key partners to ensure schools and voluntary sector organisations engage with the Ealing LCEP programmes, raise awareness of pathways and progression routes in and through CDI to CYP
- Closely work with the Employment & Skills department on supporting initiatives like creative career fairs, and engage with local employers to secure work placements, work experience and apprenticeship opportunities.
- Closely work with the Public Health department to align arts and health agendas to new and existing projects
- Act as the first point of contact for the LCEP, ensuring clear and inclusive

communications, consultation and engagement that inspires and motivates a range of stakeholders from the education, voluntary and cultural sectors, including:

- senior officers and Members across the Council, to enable them to fulfil their roles as decision makers and/or community leaders. This will include the preparation of reports, along with the production of cabinet reports.
- senior leadership teams within the cultural sector, CDI and school communities to understand their needs and gain 'buy-in' to the LCEP ambitions.
- Working with Ealing Council's Communications team on responding to press enquiries, and taking oversight of LCEP related online content via the Council web site and social media channels.
- building and retaining relationships with existing funders (AND) and identify new prospects. This will include preparing and developing funding applications and funding reports.
- disseminating updates on LCEP progress and opportunities for collaborations to all stakeholder groups
- ensuring CYP have agency in co-shaping, co-developing and co-delivering the LCEP, so that it meets their wants, needs and interests.
- Facilitate a culture of critical reflection in the LCEP to ensure ongoing evaluation, collation of data and qualitative evidence informs continuous improvement of the LCEP and the sharing of lessons and good practice beyond Ealing. This will include setting clear baseline measures, monitoring and evaluating performance milestones, project outputs, outcomes and impact, and ensure appropriate methodologies are applied to capture evidence for learning and reporting purposes.
- Lead and be responsible for the identification, resolution or escalation of project risks and issues, and development of contingency plans.
- Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance.
- Think and act strategically in problem solving and decision making in a complex political / commercial environment - identifying problems and designing creative and innovative solutions which enhance the quality and efficiency of the LCEP and reputation of the council. This will include the designing and delivering a sustainability plan to futureproof the model.

Finance and management

- Engage external consultants and capacity as needed and if budgets allow and be responsible for all contracting
- Overall responsibility for the preparation and maintenance of appropriate records to support effective financial controls
- monitor all awarded grants including monthly monitoring and claims in accordance with the Council's financial procedures and reporting back in accordance with AND's funding agreement
- Together with the Arts and Culture Manager, oversee the apprentice and Kickstart roles

General

- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial

<p>regulations.</p> <ul style="list-style-type: none"> • To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy. • To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships. • To actively promote and uphold the Council's code of conduct, values, priorities and service standards • To undertake other duties appropriate to the grade as directed by the Arts and Culture Manager
<p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • An appropriate Governance and leadership structure in place (which could include several task teams) • Youth Forum or appropriate mechanism that revolutionises youth voice in Ealing • Milestone plan • Partnership Agreement • Theory of Change • A digital, one-stop shop/brokerage model/cultural menu (Padlet site or other digital platform) linking demand and cultural offer • Agreed targets achieved for Artsmark and Arts Award • Set base data for engagement with culture and evaluation plan • Fundraising and sustainability plan • Achievement of wider service objectives
<p>KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):</p> <p>Internal</p> <ul style="list-style-type: none"> • Ealing Learning Partnership through the Schools services • Music Education Hub • Employment and Skills • Youth Services • Library Service • Public Health <p>External</p> <ul style="list-style-type: none"> • Young Ealing Foundation • University of West London and other HE/FE • Cultural organisations including Pitzhanger Manor and Gallery, Gunnersbury Museum, Acton Depot (London Transport Museum) • AND and other relevant agencies and funders
<p>AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):</p> <ul style="list-style-type: none"> • Leading complex sub-regional projects • Developing and leading high-profile strategies

- Relationships with key external, cross-sector stakeholders and funders
- Co- line manage apprentice
- Lead on project budget management and fundraising

Person Specification

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ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

1. Demonstrates a thorough knowledge of the cultural sector and its role and purpose in a local authority.
2. Demonstrate that you have an understanding and practical experience of the interface of the CDI and CYP sectors, particularly around Youth Voice, Youth Boards, etc.
3. Experience of managing complex projects and working at a strategic level to develop communication and planning documents such as business plans, action plans, Theory of Change, etc
4. Experience of successfully leveraging in funding from a wide range of sources to deliver projects and initiatives.
5. Experience of implementing and delivering effective partnership working with partners and stakeholders; strategic cross-sector working with multiple partners; relationship building and management.
6. Credibility as an arts and culture professional that engages and commands the confidence of managers and staff internally and with external partners and communities.
7. Clear understanding of equality and diversity issues in service delivery and commitment to implementing the Council's equality policies.
8. Ability to understand a range of policy and stakeholder objectives and translate them into creative programmes.
9. A highly skilled communicator, influencer and negotiator, able to build strong collaborative relationships with a diverse group of people and organisations in person, in writing and through public presentations/engagement.
10. Ability to be inventive, entrepreneurial and think outside the box
11. Flexible approach and willingness to undertake duties in outdoor locations and travel around the Borough as necessary, including unsociable hours and at weekends.

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION
(e.g. Social Work England)**

1. Degree level or equivalent education or equivalent professional experience
2. Experience of working in CYP settings

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards