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Southampton,

SO15 2BH

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Tel: 02380 332491

[www.artswork.org.uk](http://www.artswork.org.uk/)

**Thank you for your interest in the post of Head of Education, Skills and Enterprise.**

Children and young people are at the heart of Artswork’s work. The post of Head of Education, Skills and Enterprise is an exciting and dynamic new post. We wish to appoint someone who can make a strong contribution to Artswork’s mission to improve, enhance and enrich the lives of children and young people through arts and culture. We are seeking a person with the leadership, management and entrepreneurial skills needed to support our future growth, helping to build momentum, resilience and partnerships.

We are looking for someone who will work strategically and use their creativity, innovation and entrepreneurial spark to design, lead and review new arts, creative and cultural programmes designed to positively transform the lives of children and young people.

Bringing increased senior leadership and management time across Artswork as a whole, the postholder will facilitate increased connectivity and team working, and support our staff team by facilitating an innovative approach to professional development. Deputising for the CEO as needed – along with the Head of Finance and Operations – the postholder will also bring policy leadership and insight into our Education, Leadership, Skills and Enterprise work.

This role will require excellent communication, including public presentation skills, and an ability to interact with external partners and stakeholders, as well as staff and Trustees.

In this pack you will find the following sections:

1. **Brief Introduction to Artswork (Please see** [**www.artswork.org.uk**](http://www.artswork.org.uk) **for more information)**
2. **Job description**
3. **Person Specification**
4. **Application Process**
5. **Summary of Artswork’s Values and principles**

I would be delighted to have a brief informal telephone discussion with interested applicants. Do please get in touch as outlined in Section 4 below if you would like to take up this offer.

**Jane Bryant**

**Chief Executive**



**Artswork**

**Head of Education, Skills and Enterprise**

1. **INTRODUCTION TO ARTSWORK**

With an excellent reputation and over 30 years’ experience, Artswork empowers children and young people through arts and culture to find their voice, become skilled leaders and achieve their aspirations. Our mission is to place the arts, culture and artistic practice at the heart of work for, with and by children and young people, and to champion, lead and facilitate high quality work led by artists and arts organisations, including the development of young arts practitioners and leaders.

Through strategic alliances, we specialise in advocating for change and delivering positive outcomes for children and young people (CYP). In partnership with arts, cultural, youth and education sectors we work to shape arts, education and youth policies and practice, acting as a national champion to increase opportunities for CYP to lead, participate, work in, experience and enjoy the arts.

We deliver our work through:

* Our role as the [**Bridge Organisation**](http://www.artswork.org.uk/south-east-bridge) for the South East region. Supported by Arts Council England (until March 2022) we deliver this major strategic role across the South East[[1]](#footnote-1), working to ensure thatevery child and young person has the opportunity to experience the richness of the arts, both in and outside of school. We bridge together the work of arts and cultural organisations, schools and communities, including through the development of Cultural Education Partnerships, and embedding of Artsmark and Arts Award.
* Development of **leadership, skills and enterprise**, including:
  + Artswork’s Professional Development Programme – providing training and consultancy support for individuals and organisations working with young people in the arts, cultural, heritage and youth sectors;
  + Early intervention, apprenticeships and work-based learning – providing pre-employability programmes, training, work-based learning programmes and progression routes for young people to explore and move into careers in the arts, cultural and heritage sectors.

**Artswork’s staff**

Artswork has a strong and dynamic staff team of c.30 people (both full and part-time), made up of creative professionals from a range of backgrounds including arts, culture, finance, science, and education. All are committed to their work to design, lead and champion transformational partnerships and programmes with, for and by children and young people, and the professionals who work with them. This includes enhancing the way we might work with children and young people themselves, benefiting from their creativity and capacity for innovation. In addition to the core team, we work with a wide range of experts to benefit from their specialist skills.

**HEAD OF EDUCATION, SKILLS AND ENTERPRISE**

1. **JOB DESCRIPTION**

**Job Title: Head of Education, Skills and Enterprise (working title)**

**Salary:** £44,000 (Fixed-term 3-year contract to 31st March 2022)

**Hours:** Full-time (35 hours per week)

**Pension:** Stakeholder pension scheme available

**Reporting to:** Artswork Chief Executive

**Responsible for:** Leadership, Skills & Enterprise Programme Managers (x2); Portsmouth Creative Skills Programme Coordinator; Freelancers and deputising for the CEO as required.

\*Other line-management responsibilities may be identified as the needs of Artswork evolve and as the post develops and matures.

**Place of work:** Artswork’s Head Office in Southampton. The role will require the postholder to travel regionally and occasionally nationally. Candidates should be able to fulfil the travel requirements of the role.

**Overall purpose of the job**

As Head of Education, Skills and Enterprise you will bring senior leadership expertise across Artswork as a whole.

As well as leading, managing and driving the growth strategy for our Leadership, Skills and Enterprise (LSE) work – with associated fundraising work in liaison with the Senior Manager, Communications and Development – you will bring additional leadership to our South East Bridge strand of work. Within this, there will be a particular emphasis on Education/Schools Engagement and Leadership, and you will work to facilitate the delivery of associated strategies, ensuring work is relevant and future-focused, and meets Key Performance Indicators

You will be pivotal in working with the CEO to build momentum, resilience and partnerships towards and beyond 2022, as well as enhancing the way we work externally to develop strategic programmes and partnerships.

Internally, you will be a catalyst for collaboration, working with teams across the organisation to enhance connectivity and consistency between the work of our South East Bridge and Leadership, Skills and Enterprise programmes.

You will also be interested in the professional development of staff, and work to support the whole team by facilitating an innovative approach to staff development.

**Key Accountabilities**

**EDUCATION, SKILLS AND ENTERPRISE: POLICY, STRATEGY AND EXTERNAL PARTNERSHIP DEVELOPMENT**

To work across Artswork to:

* Enhance collaboration and knowledge exchange, adding value to external partnership working
* Provide policy leadership and steer implementation and growth of our Schools (Education) Engagement and Leadership Strategy, facilitating Artswork to meet its planned targets for Artsmark and Arts Award
* Connect the work, skills and experience of the LSE team with Cultural Education Partnerships (CEPs) across the South East. Working with Artswork’s senior team of Strategic Managers, you will help CEPs meet identified professional development needs and provide information, advice and guidance to inform strategies for progression routes for young people.

To lead, manage and facilitate the development of the Leadership, Skills and Enterprise team. Developing and implementing the LSE growth strategy, you will support the team to:

* Further build opportunities for young people to gain work experience, employability skills and progression routes into the creative industries
* Maintain existing partnerships – including with funders and stakeholders - and develop and build new ones, to shape and facilitate the future growth of the LSE portfolio
* Inform our School Engagement Strategy and facilitation of regional Cultural Education Partnerships
* Develop future programmes and, working with Senior Manager, Communications and Development and the CEO, secure funding to deliver them.

**CONNECTIVITY AND GROWTH**

**Business planning and development**

To work with the CEO and Head of Finance and Operations to identify areas for growth and help ensure Artswork’s long term sustainability through effective forward thinking:

* Steer the work of the Leadership, Skills and Enterprise team, leading its strategic direction and supporting the team to deliver and grow their respective programmes, ensuring excellent quality, cross-programme learning and knowledge-exchange both internally and externally
* Work to identify and embed key aspects of our Bridge role across the organisation, informing future planning/thinking and contributing to Artswork’s long term sustainability
* Undertake Business planning, reporting and review, taking a lead role as and when required.

**Youth Leadership and Governance**

* To facilitate Artswork’s ongoing commitment to growing leadership by young people, and build and enhance the way it embeds their voices and views in its own work and governance.

**Communications and Development**

To work with the CEO and Senior Manager, Communications and Development to:

* Support the work of the Communications and Development team, embedding communications, facilitating their cross-Artswork leadership internally and externally, and focusing on strategic development
* Deliver the Fundraising strategy, as below.

**FUNDRAISING**

* To work with the CEO and Senior Manager, Communications and Development, to inform and co-deliver the fundraising strategy as required, including drafting, leading and supporting the preparation and submission of bids and proposals, coordinating between members of the staff team.

**RESOURCE AND BUDGET MANAGEMENT**

* To work within Artswork’s financial management systems – led by Artswork’s Head of Finance and Operations - to ensure sound financial control and reporting on any delegated budgetary responsibilities as required.
* To ensure all finance and operations processes and procedures are rigorously implemented.

**STAFF MANAGEMENT**

To act as line-manager and/or contract manager to both employed staff and freelance workers as required, working to Artswork standards and, where relevant, implementing Artswork’s Performance Management system. You will specifically act as line manager for:

* Two current Programme Managers in the Leadership, Skills and Enterprise Team - areas of work covered include Artswork’s national and international Professional Development portfolio; Creative Apprenticeships and employability programmes, youth enterprise; employer networking
* Portsmouth Creative Skills Programme Co-ordinator working with young people in and leaving care

Other line-management responsibilities may be identified as the needs of Artswork evolve and the post develops and matures.

**SAFEGUARDING**

* To operate within and implement Artswork’s Safeguarding Policy and associated Risk Assessment procedures, delivering the highest standard of practice.
* To act as the Deputy Safeguarding Officer (training will be provided).

**HUMAN RESOURCES**

* To work with the CEO and Head of Finance and Operations to support human resources work and, specifically, steer an innovative approach to internal professional development through consultation with staff ensuring most effective use of staff skills, knowledge and expertise to support, deliver and grow the sustainability of their areas of work, and support the growth of leadership at all levels.

**GENERAL**

* To act as a senior member of Artswork’s Team - listening, advising, shaping and implementing as this varied and demanding role requires.
* To contribute to Artswork as a whole, working to embed and implement its values and ethos.
* To always work within the framework of Artswork’s Business Plan and its strategies, policies and procedures, applying them in the day to day job requirements. To contribute to their further development as required, delivering against required Key Performance Indicators.
* To ensure connectivity across Artswork, and effective flow of information and understanding about our work both internally and externally.
* To work with Artswork staff to maximise awareness of our work, and to advocate on the behalf of children, young people, arts and culture across sectors.
* Contribute to the life and work of Artswork, including supporting and deputising for the Chief Executive in matters of programme and strategy as required.
* To undertake other work as directed by the CEO.

This is a new post. The summary of role and tasks above provide **a general description** and are not intended to be comprehensive. It may be altered from time to time as the role matures to meet the changing needs of Artswork, and there will also be scope for the postholder to work with the CEO to further shape this new role as it develops.

1. **PERSON SPECIFICATION**

The remit of the post is wide ranging. Candidates will not have to have in-depth experience across the whole Education, Skills and Enterprise portfolio. Transferable skills and an ability to acquire knowledge and understanding are also important**.**

**KNOWLEDGE AND UNDERSTANDING**

**Essential**

Knowledge and understanding of:

* National, regional and local policies relevant to the education, skills, and arts and cultural sectors, and the challenges these sectors are facing
* Arts Council England’s agenda for children and young people
* Artswork’s business contexts and priorities
* Safeguarding issues
* Local and national government policy and decision-making
* Professional development needs of the Cultural and/or Education Sectors

**Desirable**

Knowledge and understanding of:

* Strategic development in education, employment or skills and enterprise, including entrepreneurship.
* Children and young people’s rights and engagement in decision making
* Digital infrastructure and engagement programmes
* Human resources and support for individuals

**EXPERIENCE AND SKILLS**

**Essential**

At least 5 years’ experience in a senior management role with a demonstrable record as follows:

* **People and teams**
  + A strong leader and highly experienced manager - able to delegate effectively, and manage and inspire diverse teams of professional expertise
  + Experience of performance management and quality assurance
  + Experience of managing teams of staff, including freelance contracts
  + Experience and skills in recognising and supporting the HR needs of individuals
* **Business planning, presentation and administration**
  + Experience of informing, shaping and drafting strategic plans and/or business plans
  + Experience of financial management and analysis, with a track record of managing significant budgets
  + High level of organisational, administrative and ICT skills e.g. experience of Microsoft Office suite software, online platforms, social media
  + Excellence in public speaking and presentation skills, and a clear communicator
  + Ability to review, reflect and evaluate
  + Creativity and innovation across a change-making portfolio
  + Excellent oral, written and numeracy skills
  + Excellent interpersonal skills, including the ability to negotiate and develop partnerships at a range of levels and with a diversity of partners
* **Policies, networking and strategic partnerships**
  + An understanding of local authority structures including services for children and young people
  + Experience of networking and building strategic partnerships at the highest level with a diverse range of stakeholders and partner organisations
  + Knowledge of equalities and child protection legislation, and appropriate application of legislation
* **Funding and finance**
  + Demonstrable record of fundraising within a strategic context, and experience of levering funding from a range of arts and non-arts sources
  + Proven capability of working with and reporting to a large scale stakeholder/funding body

**Desirable**

* Creative thinker, with demonstrable experience of finding creative solutions to business/organisational challenges
* Charitable/3rd sector experience, including experience of working with and reporting to a Board of Trustees
* Experience in implementing management and processes
* Social enterprise development/management expertise.

**ESSENTIAL PERSONAL QUALITIES**

* Resilience, determination and a passion for the job in hand
* A commitment to equality, diversity, inclusivity and accessibility
* An ability to work with respect, honesty, humility and generosity of spirit
* A commitment to continuous learning and development
* Excellent communication skills – both face to face as well as in listening, writing, presenting and use of social media
* Empathy and ability to see things from a wide variety of perspectives.

1. **APPLICATION PROCEDURE**

Applicants should complete the Artswork Application Form – available electronically on Artswork’s website. CVs will **not** be accepted and CVs and supporting documents **should not** be attached. (No agencies please.)

**Please state the job title you are applying for in your email subject title.**

Applications should be **emailed** as follows:

* Covering letter (no more than one side of A4)
* Application form - completed as required - ensuring full contact details of two referees
* Equal Opportunities Monitoring Form (this will be separated immediately from your application form and will be used only for monitoring purposes)

**Applications should be emailed** - to **arrive no later than 10 am on THURSDAY 31st JANUARY 2019** - to: [recruitment@artswork.org.uk](mailto:recruitment@artswork.org.uk)

**Equal Opportunities**

Artswork aspires to be an Equal Opportunities Employer; no job applicant or employee shall receive less favourable treatment on the grounds of age, disability, family circumstances, gender identity, marital status, race, religion or belief or sexual identity.

Artswork will endeavour to meet the access and support needs of applicants as far as possible. If you have any access requirements or require reasonable adjustments to enable you to attend interview, please let us know.

**If you wish to have an informal discussion about the post, please contact Desiree Bratcher** [**desireebratcher@artswork.org.uk**](mailto:desireebratcher@artswork.org.uk) **to set up a booked telephone discussion with Artswork’s Chief Executive, Jane Bryant. (This will not form any part of the assessment process.) (Tel: 02380 332491)**

**Interview Dates**

Interviews will be held in Southampton on **TUESDAY 12th FEBRUARY 2019**

Artswork will inform candidates whether they have been shortlisted for interview no later than Thursday 7th February. We regret to say that we will not be in a position to provide feedback to candidates who have not been shortlisted.

1. **ARTSWORK’S VALUES AND PRINCIPLES**

Our values are important to us – they offer direction and help us prioritise our work to empower the lives of children and young people through arts and culture.

Artswork aspires to be:

* A source of inspiration for young people and for those engaging with them
* A national hub and centre of excellence, innovation and best practice in the development of arts and cultural practice for, with and by children and young people
* A catalyst for work-based learning in the creative and cultural industries and for the development of young people’s entrepreneurial, employability and leadership skills
* A leading advocate for the vital importance of the work of this sector across the UK and internationally.

Artswork values:

* Innovation, creativity and excellence
* Equality, diversity, inclusivity and accessibility
* Continuous learning and development
* Integrity
* Excellent communication
* Collaboration, resilience and flexibility
* Respect, honesty, humility and generosity of spirit
* The aspirations and contributions of individuals

Artswork operates a socially responsible business. Its business practices are professional, effective and sustainable.

More information about Artswork and our projects and programmes can be found on our website [**www.artswork.org.uk**](http://www.artswork.org.uk)

**2nd January 2019**

1. Artswork’s South East Bridge region covers Kent, Surrey, East and West Sussex, Brighton and Hove, Hampshire, Portsmouth, Southampton and the Isle of the Wight, the six unitary authorities of Berkshire, Oxfordshire, Buckinghamshire and Milton Keynes. [↑](#footnote-ref-1)