

# Job Description

## For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Warwickshire Cultural Education Partnership Coordinator	JEID	
Salary Grade:			
Team:	Heritage and Culture Warwickshire		
Service Area:	Resources		
Primary Location:	St Johns House, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Learning and Community Engagement Officer		
Responsible for:	n/a		

#### Role Purpose

The role of the Warwickshire CEP Coordinator is to organise and manage the programme for Warwickshire's *Shout out for the Arts* partnership, a project supporting young people to engage and influence arts and cultural activity in the county. This will focus on the development and delivery of new Youth Boards, working alongside the project partnership Board. The role also provides a link for a key partnership project, Arts Council England funded *Creative Explorers* programme, working with Imagineer Productions and Nuneaton and Bedworth Borough Council.

The post holder will represent the Warwickshire CEP at partner meetings, advocate for the Warwickshire CEP and further its agenda. They will provide practical support for partners in the development of local youth boards in a number of Warwickshire districts and boroughs, recruiting partner organisations and young people to the boards. They will support the young people on the youth boards in developing ideas and delivering on their aims. This could include contracting artists, hiring venues, ensuring risk assessments and safeguarding policies are in place and adhered to.

The post will also be working on the *Creative Explorers* project. As part of this 2-year programme, the role will lead on the delivery of the Arts Ambassador programme in Nuneaton and Bedworth to establish a youth board. This youth board will influence the development of several strands of the *Creative Explorers* project. The post holder will be a link between the organisations delivering those strands and the young people, ensuring their voice is heard and they have the training and resources needed to influence decision makers.

The role involves working across Warwickshire to attend meetings with different youth boards and partners. Initially this will be focused on Nuneaton and Bedworth and Rugby Boroughs. Occasionally there will be some evening and weekend work.

## **Role Responsibilities**

- To work in partnership with lead organisations to organise and manage local youth boards for Shout out for the Arts.
- Organise and manage events and activities for Shout Out for the Arts working with a range of audiences.
- Organise and co-produce events and activities in partnership with the youth boards.
- Co-ordinate, in partnership with lead organisations, the recruitment of children and young people to become Arts Ambassadors within schools and to sit on the Shout Out for the Arts youth boards.
- Attend monthly Shout Out for the Arts adult steering group meetings to update partners on activity undertaken or planned, in person or online.
- Attend regular Creative Explorers partner meetings to ensure Shout out for the Arts is creating opportunity for Young People to be represented in relevant workstreams.
- To work in closely with the Creative Explorers partners to deliver on the outcomes of the project activity plan.
- Work in partnership with the Digital Media Lead to promote the activity and aims for Shout for the Arts.
- Work in partnership with the Shout Out for the Arts evaluator to support the collection of evaluation data and in the presenting the data.
- To create connections and advocate for Shout for the Arts to increase the number of children and young people, member organisations, activity involved in the programme.
- To take responsibility for managing budgets and commissioning activity in partnership with relevant members of the Adult Steering Group and to produce financial update and reports, supported by the Chair of the Shout Out for the Arts adult steering group.
- To ensure safeguarding policies and GDPR legislation is in place and adhered to.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D)

### Essential Criteria

Assessed By:

Educated to degree level or equivalent.	A
A high standard of written English skills. Strong numerical skills.	A
Demonstrable experience of leading or being involved in developing and delivering partnership projects.	A/I
Demonstrable experience of working with multiple partners across a range of work streams.	A/I
Practical experience in developing partnerships, growing membership.	A/I
Demonstrable experience of working with children and young people.	A/I
Experience of managing budgets and keeping financial records and reporting to, for funders or a steering group.	A/I
Experience of collecting qualitative and quantitative evaluation data and reporting to funders or a steering group.	A/I
Knowledge and understanding of best practice in child protection and safeguarding, and Health and Safety.	A/I
Ability to work independently and use own initiative to solve problems.	A/I
Strong communication skills including making presentations and writing reports.	A/I
Ability to travel effectively around Warwickshire.	A/I
Willingness to work evenings and weekends, as required.	A/I

### Desirable Criteria

Assessed By:

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-

Youth work qualifications or equivalent experience.	A
Familiarity with funding and financial reporting.	A/I
Working knowledge of Local Cultural Education Partnerships.	A/I
Working knowledge of the arts and cultural sector in Warwickshire.	A/I
Familiarity with the arts and cultural sector in Nuneaton and Bedworth Borough.	A/I

employment checking process, and rechecking will be required as and when determined by the relevant policy.

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	