FESTIVAL BRIDGE EDUCATION PROGRAMME MANAGER: CAMBRIDGESHIRE & PETERBOROUGH JOB DESCRIPTION (0.6 FTE, PERMANENT)

Norfolk & Norwich Festival
Norfolk & Norwich Festival shares exceptional arts experiences across East England. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, work and play.

Year-round Norfolk & Norwich Festival brings our ‘festival spirit’ to initiatives – including Festival Bridge, Common Ground and Norfolk & Norwich Open Studios – which extend our reach and influence across East England.

- Festival Bridge are one of ten national Bridge organisations who have secured investment from Arts Council England and the Department for Education to connect children and young people with great arts and culture. Festival Bridge work across Cambridgeshire, Norfolk, Peterborough and Suffolk, supporting and developing strong cultural education networks and partnerships, ensuring children and young people’s creative and cultural experiences are the most valuable they can be and acting as a leading hub of useful information to inspire cultural education practitioners.
- Common Ground enables young people from backgrounds of low cultural engagement to lead and develop new and exciting ways for themselves and their peers to engage in their local heritage.
- Norfolk & Norwich Open Studios celebrate the creative talents of the visual arts and crafts community in Norfolk. Over 16 days in May/June studio visitors meet artists, enjoy new art and can buy artworks directly from their creators.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk for 17 days each May. The 2019 Festival runs from Friday 10 to Sunday 26 May. The Festival programme is multi-artform, contemporary, international and audience-centred. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Our festival spirit is to be:
Creative We champion artistic excellence and value creativity in everyone.
Curious We explore and reflect the changing social and physical contexts in which we live.
Inclusive We are respectful of the diversity and difference of people and their views and values.
Collaborative  We work with artists, communities, peers, partners and stakeholders to achieve common goals.

Strategic  We balance artistic and social ambition with a sustainable business.

**About you**
Ideally suiting someone with current, or recent, experience of working in a school or education setting particularly in a leadership position as this post involves close working with education sector senior leaders and teachers. You will be committed to developing cultural education engagement opportunities and will have demonstrable experience of communicating the importance of arts and culture in school settings.

You will bring with you strong knowledge of the education sector and the policies and practice that supports cultural education and you will ideally have a track record of developing, managing and evaluating projects and activities in the education sector.

 Ideally you will have knowledge of Artsmark and an appreciation and understanding of its potential and application in schools and education settings.

Excellent communication, presentational, IT, budgetary and administrative skills are essential to ensure the successful management and delivery of this role.

This role will require someone who is a self starter, who can use their own initiative and who is confident and capable at getting buy-in from a range of people, and establishing strong, sustainable relationships with partners.

The role will include extensive travel across the region. Candidates must be able to demonstrate how they would manage this. The role will also involve occasional weekend and evening work.

**Reports to:**  Festival Bridge Senior Manager Cambridgeshire & Peterborough

**Purpose:**  To contribute to the delivery of the Festival Bridge programme plan by leading the following school engagement activity:

- Support school and academies to become involved in relevant Festival Bridge activity and partnerships
- Deliver and develop our Artsmark Plan to ensure Festival Bridge achieves its targets to increase up-take and schools and academies to receive the maximum benefit from participating in the Artsmark Award.
- Supporting the growing network of Culture and Arts Leaders in Schools and Academies (CALSAA)
Specific responsibilities:

School and Academy Engagement

- Work with Festival Bridge colleagues to grow school engagement in cultural education activity across the sub-area.
- Contribute to the Festival Bridge’s knowledge and understanding of the education sector in the region to ensure our programme remains fit-for-purpose.
- Support the engagement of schools into Festival Bridge strategies and programmes such as Local Cultural Education Partnerships.
- Support Festival Bridge to deliver its school engagement targets.
- Identify the need for, and support the development of, resources which would enable school engagement in cultural education.

Artsmark

- In collaboration with colleagues work on the planning, implementation and development of the Festival Bridge Artsmark Plan which will deliver Festival Bridge’s growth targets for the award.
- Using available data and intelligence monitor and evaluate the success of Festival Bridge’s Artsmark delivery and use findings to inform adjustments to plans and activity.
- Through briefings and dialogue ensure that all members of the Festival Bridge team are equipped to work as effective, confident advocates for Artsmark and therefore contribute to the successful delivery of the Festival Bridge Artsmark targets.
- Support Festival Bridge team members as required by providing specialist Artsmark guidance directly to Local Cultural Education Partnerships and cultural organisations.
- Lead delivery of briefings, training and peer learning with other Festival Bridge staff or in partnership with other organisations, ensuring co-facilitators are skilled and appropriately equipped as necessary.
- Work with Festival Bridge colleagues to deliver annual locality celebration events.
- Take responsibility for supporting and monitoring schools progress through their Artsmark journey in a timely and meaningful fashion.
- Work with the Arts Council England’s Artsmark team and other Bridges to ensure Festival Bridge maximises learning and contributes to the continued development of Artsmark.

Culture & Arts Leaders in Schools & Academies (CALSA)

- Support the growth of the CALSA model in collaboration with the Head of Bridge and other Festival Bridge colleagues.
- Provide CALSAs with training, intelligence and support as required.
- As required, arrange training and development opportunities for CALSAs regarding Arts Award, Artsmark and other Bridge programmes.
- Manage freelancers/partners contracted by Festival Bridge to deliver R&D activity.
• Work with Festival Bridge team members to ensure awareness and understanding of progress of the CALSA model ensuring that the potential of the programmes is maximised

Relationship Management

• Assist and support the Bridge team in maintaining relationships with diverse communities and partners in the region including artists, participants, arts and non-arts partners, schools, community organisations and local authorities
• Be one of the Festival Bridge’s principle points of contact on Artsmark for Arts Council England

Communications

• Work with the Festival Bridge’s communications plan and Arts Council England’s Communications Team to contribute to a regional advocacy, PR and marketing plan for Artsmark by
  ▪ using the Festival’s communications tools such as websites, print and publicity, social media, newsletters and e-bulletins
  ▪ presenting at relevant events
  ▪ connecting to partnership networks and communications
  ▪ supporting Press and PR campaigns with content and guidance
  ▪ attending networking events
  ▪ organising regional briefings
• Act as an advocate for the Festival generally, and the Bridge specifically, at all networks and meetings

Compliance and financial management

• Oversee relevant budgets and resources efficiently, providing the line manager with updates as required
• Contribute to organisational, programme and project evaluation
• Prepare reports to funders and stakeholders as required and in a timely fashion
• Carry out all duties within parameters agreed with the Head of Bridge and in accordance with appropriate internal and statutory procedures
• Adhere at all times to the Norfolk & Norwich Festival’s employment policies and procedures with particular reference to Health & Safety, Equal Opportunities and Safeguarding Children and Adults at Risk

Team activities

• Work closely with the other Bridge Education Manager to ensure consistent delivery and to backfill on busy periods of time
• Work collaboratively with Festival Bridge team members and other colleagues in order to meet organisational objectives including forward planning
Training

- Undertake training as identified and agreed with the line manager to ensure the ongoing effective delivery of the post
- Undertake training as appropriate, specifically with Arts Council England regarding Artsmark as required

Undertake any other duties assigned by the line manager, which might reasonably be deemed to be within the status of the job and appropriate to the post.

Special conditions of the post

Particular conditions that the post holder must be willing/able to comply with in order to perform the job:

- Occasional weekend and evening work will be required
- Travel across the relevant Festival Bridge sub region and nationally will be required

Our goals

All staff work towards Norfolk & Norwich Festival’s goals, which are:

- to be a champion for excellence in the arts
- to be valued – locally and internationally – for our unique and distinctive arts festival
- to be embedded in Norfolk and Norwich and to extend our reach and influence across East England and beyond
- to be socially responsible, committed to questions and actions about a changing world including diversity and difference, environmental sustainability and technological change
- to have a stable and adaptive business structure with diverse income streams

All Norfolk & Norwich Festival staff are expected to be:

- team players
- good communicators, using appropriate means in effective ways
- flexible and proactive in their approach to work
- willing to learn and develop
- able to manage their own workload with minimum supervision
- able to remain calm under pressure
- reliable time-keepers with a good attitude to attendance
- committed to equality in the workplace
- computer literate, including possessing basic word processing and spreadsheet skills
Person Specification
In short-listing and interviewing candidates, the panel will be looking for the following:

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<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent knowledge of the formal education sector</td>
<td>✓</td>
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<td>Excellent knowledge of national education policies, curriculum, frameworks and inspection criteria and the changes and developments in these</td>
<td>✓</td>
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<tr>
<td>Excellent knowledge of the education providers, networks and influencers in Cambridgeshire and Peterborough</td>
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<td>Good understanding of the importance of diversity in the cultural sector</td>
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<tr>
<td>Good knowledge of cultural / arts sector</td>
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<td>Good knowledge and understanding of the value and benefits of participation in the arts for children and young people</td>
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<td>✓</td>
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<tr>
<td>Knowledge of Artsmark</td>
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<td>Knowledge of Arts Award</td>
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<tr>
<td>Qualifications</td>
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<td>Educated to degree level or equivalent</td>
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<td>Professional qualification in education</td>
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<tr>
<td>Experience</td>
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<td>Experience of leading networks and/or partnerships</td>
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<td>A track record of devising, managing and evaluating projects for schools</td>
<td>✓</td>
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<td>Experience of intelligence gathering and interpreting data</td>
<td>✓</td>
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<td>Experience of working as part of a team</td>
<td>✓</td>
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<tr>
<td>Skills</td>
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<td>Excellent written, verbal and numeracy skills</td>
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<td>Excellent interpersonal skills including the ability to negotiate, advocate and gain the confidence and respect of external contacts</td>
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<td>The ability to be results orientated and achieve targets</td>
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<td>Excellent organisational, administrative and IT skills</td>
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<td>Accuracy and attention to detail</td>
<td>✓</td>
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<td>Ability to work under pressure, to deadlines, to prioritise workload</td>
<td>✓</td>
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<td>Ability to travel throughout the region</td>
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<tr>
<td>Personal attributes</td>
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<td>A passion for cultural education for children &amp; young people</td>
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<td>A high level of enthusiasm and a belief in the transformative role of cultural education for children &amp; young people</td>
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<td>A creative problem solver</td>
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<td>A self-starter with a can-do attitude</td>
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<td>A commitment to equal opportunities</td>
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<td>Willing to share knowledge</td>
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<td>Understands own strengths and weaknesses and committed to personal learning and development</td>
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Terms and Conditions of Employment
This is a part-time (0.6 FTE) permanent position. The posts are subject to a probationary period of six months at the end of which there will be a formal assessment. Assuming that performance has been satisfactory, the appointments will then be confirmed.

Salary £28,000 pa pro rata

Annual Leave Full-time entitlement for permanent staff is 28 days holiday per year in addition to bank holidays which is pro rated for part-time staff

Hours of Work 22.5 hours per week (excluding breaks). Core working hours are 10am to 4pm with a lunch break taken between 12 noon and 2pm. Hours can be worked flexibly within core office hours eg three full days, four or five part-time days or a mixture of full and part-time days.

Additional hours, including evening and weekend work, will be necessary for the successful delivery of the job for which Norfolk & Norwich Festival does not make overtime payments. Time off in lieu may be available for out of hours working at the Company’s discretion.

Place of Work The place of work will be the Festival’s offices in Augustine Steward House (first and second floors), 14 Tombland, a grade II* listed building in central Norwich, and as required by Festival Bridge at such other places where the organisation carries on its proper business. Festival Bridge works in partnership with venues and organisations across the region; the post-holder will be expected to work from these spaces as required.

Consideration will be given to securing a remote workplace in an appropriate locality; an element of homeworking can also be facilitated.

Travel The role will involve extensive travel across the region sometimes in rural and isolated areas. Travel to other locations in England is also required. Travel expenses will be reimbursed on the basis of the cheapest available public transport fare or at the appropriate rate for mileage established by Norfolk & Norwich Festival.

Probation Period Six months

Notice Period One month’s notice in writing on either side during the probationary period. Thereafter three months’ notice in writing on either side once the appointment is confirmed.
Equal Opportunities

Norfolk & Norwich Festival is committed to a policy of equality of opportunity in its employment practices. Norfolk & Norwich Festival is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete the monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

Application Procedure

Application is by the completion of Norfolk & Norwich Festival’s Application Form (a CV may be attached, in addition, if desired) which should be emailed to gemma@nnfestival.org.uk along with a completed Equal Opportunities Recruitment Monitoring Form.

Applications can also be posted to:

Gemma Layton
Norfolk & Norwich Festival
Augustine Steward House
14 Tombland
Norwich
NR3 1HF

Please mark your envelope PRIVATE AND CONFIDENTIAL, ensuring that you have used sufficient postage.

Deadline

The deadline for receipt of applications is 9.30 am Monday 1st April 2019. No applications can be considered after the closing date.

Interviews

Interviews will be held on 10th April 2019 in Norwich. Please advise us in your application if you are unavailable on this date so that we can offer alternative arrangements.

Successful applicants will be notified if they have been shortlisted for interview by 5.30 pm Friday 12th April 2019. If you have not heard from us by this date, please assume that your application has been unsuccessful.
How we use your data for recruitment purposes

Background
This privacy policy covers how we, Norfolk & Norwich Festival Trust, collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our commitment to job applicants
We believe completely in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection Regulation requirements.

The information we collect may cover the following:

- contact information (name address, phone number and email address)
- information from CV or application form or covering letter (education, skills and qualifications)
- psychometric tests
- health records (such as health questionnaires) where required as part of the role
- occupational health reports (if higher level screening is required for role) with access to medical records consent being given by the applicant
- Disclosure and Barring Record where a requirement for the role
- references from the named referees that the applicant provides and only with the applicant’s consent
- visa and proof of the right to work in the UK documents, such as a copy of or details from your passport
- employment records (including job titles, work history, working hours, training records and professional memberships)
- salary, annual leave, pension and benefits information
- access to your DVLA portal and details you supply of your car insurance where relevant.

We may also collect, store and use “special categories” of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, in addition to information about any criminal convictions and offences.

Purpose of data collection
The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that you are entitled to legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from selected background check agencies; for example, where appropriate to the role we may ask for DBS checks to be undertaken.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way to carry out our obligations to ensure those recruited are suitable to deliver our work, for example compatible with our safeguarding procedures.
How the information is held.
Most information is transmitted by email and is stored on our computers, and our paper based filing. We use a secured server which supports our email servers and any cloud-based file storage system. All this information can only be accessed by authorised staff within our Company. Our staff are trained to understand the importance of keeping personal data secure. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on unsuccessful candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely disposed of and computer records deleted. Only if we have asked, and you have given your consent, then we will continue to hold your data beyond six months for an agreed period.

Disclosure
We may disclose selected information for the purpose of obtaining references. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: to request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

Complaints
Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to Clare Lovell, Head of Operations, who has responsibility for Data Protection within our Company stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 72 hours and we aim to resolve any complaint within 21 days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner’s Office. If you are not satisfied by our response you may complain to the ICO.

14 May 2018