**Programme Engagement Co-ordinator**

**JOB PACK**

Contents

[Advertisement 3](#_Toc42009753)

[Job Description 4](#_Toc42009754)

[Person Specification 5](#_Toc42009755)

[How to Apply 6](#_Toc42009756)

[Conditions of Service Summary and Staff Benefits 8](#_Toc42009757)

[Information on Lewisham Education Arts Network 9](#_Toc42009758)

# Advertisement

**Programme Engagement Co-ordinator**

**PART-TIME**

**2 days per week (14hrs)**

**SALARY: £21,500 (pro-rata)**

Lewisham Education Arts Network (LEAN) provides a range of services and projects to support the arts education sector working with children and young people in Lewisham. We want to maintain and strengthen our existing offer whilst developing new high-quality activities tailored to the needs of our members.

We are looking for a **Programme Engagement Co-ordinator** brimming with ideas to further engage and support network members. We need someone to continue to implement our ongoing innovative programme of support, and also develop *new* high-quality ways of working with our members.

You will need knowledge of the arts and/or education sectors, the ability to engage and communicate effectively with a wide range of people and a good level of computer literacy (including website content management, social media and digital marketing)”

**Interested?**

Download the full job description here. Please apply as per the instructions in the pack. Further information can be gained from Jane Hendrie, Lewisham Education Arts Network, jane@leanarts.org.uk

**Deadline for applications: Noon, Monday 30 August 2021**

**Interviews to be held w/c 6 September 2021**

# Job Description

**Post**

LEAN is now seeking a Programme Engagement Co-ordinator to further the work of this role first created in December 2011.

**Aim of role**

* To support LEAN’s programmes and initiatives, in particular by coordinating activities that engage our members and stakeholders, and contributing to the delivery of high-quality activity[[1]](#footnote-2)

**Objectives**

Co-ordinate and expand LEAN’s programme for members, creating an inspiring environment where partnerships, collaborations and the exploration of ideas can flourish.

Provide marketing and communications support to LEAN

Contribute to the general administration and management of LEAN

**Duties**

**Co-ordination of LEAN’s Programme of Support Activity for Members**

* With the manager, continue to develop an inspirational programme of support that meets members’ needs, and that includes networking events, conferences, training, one to one in person support and digital dissemination of information, CPD, jobs, funding and opportunities.

With guidance and support, propose and develop network meeting content and quickly progress to facilitating meetings

Co-ordinate and develop written and digital advice/guidance resources for LEAN members

Research, collate and write content for newsletters and the website

Consult and collaborate with members via surveys and in-person, in order to create a high-quality support offer and improve our impact

With the manager, research, develop and fundraise for ***new*** projects that will address our members’ needs

Maintain and improve the membership database and distribution lists

**Marketing and Communications Support**

Create imagery and copy for marketing purposes including press releases, flyers, digital content, events copy, project/event reports, newsletters, bulletins, and electronic communications.

* Advocate for LEAN and its members,

Take a lead role in managing, updating, and promoting LEAN’s website, following its re-launch in 2021.

Take a lead role in managing and expanding LEAN’s social media channels

Communicate with a wide variety of stakeholders and members, with an empathetic and efficient manner

Contribute to the creation of LEAN’s marketing and communications strategy

**General Administration and duties**

* Adhere to LEAN’s values and policies and contribute actively to the ethos of the organisation

Support the evaluation and monitoring of LEAN’s programmes: collecting; maintaining; and processing data that proves our impact

* Manage volunteers and placement students where appropriate
* Undertake occasional face to face marketing of members activities to children, young people and their families e.g. via festivals such as People’s Day
* Undertake additional tasks to support colleagues in our small team where required
* Undertake miscellaneous administrative duties, including supporting and maintaining office systems and processes

# Person Specification

**Essential**

1. Knowledge of the arts and/or education sectors
2. Proven ability to engage and communicate with a range of people from the public, private and third sector, and on occasion, young people and families.
3. Experience of supporting the creation and delivery of events, workshops and meetings
4. Some experience and understanding of writing and design for marketing purposes
5. Strong skills and confidence in using social media and experimenting with new platforms
6. Some design skills/interest in design with knowledge of common design software such as CANVA and video platforms such as Vimeo
7. Experience of monitoring and evaluation and an understanding of its purpose
8. A degree in a relevant subject plus 2 years work experience. However, if you have no degree but at least 3 years work experience in the duties listed, please still apply.

**Desirable**

1. An understanding of the realities of working within a small team, supporting colleagues where necessary.
2. An understanding of the role of support organisations
3. Knowledge of Lewisham, particularly the voluntary and community sector
4. An interest in arts education with children and young people
5. Experience of giving advice and the facilitation of debates/discussions or be prepared to undergo training in this
6. Experience of fundraising or demonstrable willingness to learn

**Personal Qualities**

You should be flexible, confident, accurate and highly competent. In addition, you should be a very good communicator, able to communicate with a wide range of people, in person, over the phone, via social media and by email. It is essential you are able to work alone, with the minimum of supervision and use your initiative. You should be brimming with ideas as to how to engage and support network members. You must, however, be prepared to undertake routine tasks as well as more complex responsibilities.

NB: you must have a DBS certificate or be prepared to undergo one

**Salary and hours**

2 days per week. Fixed term to March 2022. Please note, we fully expect the role to continue beyond this date. If required, please ask Jane Hendrie for further information.

PAYE

Salary range depending on experience: c£21,500 FTE

# How to Apply

### Please send a CV and covering letter by email with your NAME, PROGRAMME ENGAGEMENT JOB in the subject line (Please let us know by email (jane@leanarts.org.uk) if you require this Job Pack in another format or have any questions about the application process**.**

The covering letter ***must*** clearly show how you meet the ‘person specification’. Please be succinct and reference how you meet the criteria using **the numbers in the person specification in order.** We would strongly advise you to check our website and read the [‘what has LEAN been doing’ document](https://lwshmedctnart533-my.sharepoint.com/%3Ab%3A/g/personal/jane_leanarts_org_uk/ESPS4kYzWFlKrYdvcTSEXVoBjezzlySJhW4YHxmY-HoDXA?e=Sav9xH) before completing your application [www.leanarts.org.uk](http://www.leanarts.org.uk/)

Deadline for applications:  **Noon, Monday 30 August 2021**

Interviews will be held **w/c 6 September 2021**. Ideally you will be able to start by early October 2021.

**Please note:**

**Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately, we are unable to consider your application.**

# Conditions of Service Summary and Staff Benefits

|  |  |
| --- | --- |
| **Contract:** | Permanent, part-time (0.4 FTE), subject to a six-month probationary period. |
| **Hours:** | 14 hours per week, flexible working will be required, with very occasional evenings. Which days are worked each week is negotiable, but some consistency is desirable. |
| **Location:** | You will be based at Lewisham Education Arts Network’s office at The Albany, Douglas Way, Deptford, London SE8 4AG. However, the team is still mainly working from home. Although some attendance at the office will be required (Covid dependent). |
| **Salary:** | The salary will be £21,500 FTE. Salaries are reviewed annually. New post holders are not subject to a salary review until the end of a successfully completed 6 month probation period.Salaries are paid on the 29th day of each month in arrears direct into bank or building society accounts. |
| **Annual Leave:** | 12 days pro rata |
| **Pension Scheme**: | The candidate will, upon successful completion of their probationary period, be eligible to join the LEAN contributory pension scheme. Currently employees contribute at the rate of 5% of the pensionable salary. LEAN pays the Employers contribution currently at the rate of 3% of pensionable salary. |
| **Sick Pay:** | LEAN operates the Statutory Sick Pay Scheme. |

# Information on Lewisham Education Arts Network

**Organisation description**

Lewisham Education Arts Network (LEAN) is a membership organisation that supports all those involved in arts learning with children and young people in Lewisham and currently has over 700 members. LEAN is a company limited by guarantee and a registered charity.

Lewisham will be [London Borough of Culture 2022](https://abeaf684-7eb9-4101-a7bd-0ffae18cd8dc.filesusr.com/ugd/11c032_96858ec57ce24f4a8aed4f4dd1466e99.pdf) and LEAN has been appointed Education Partner

Our **Vision:**

‘*Art, everyday, for everyone, in Lewisham’*.

Our Mission:

*We champion and build high quality creative opportunities for children and young people. Working with organisations and individuals, we enable, develop, celebrate and advocate cultural learning in Lewisham.*

Our members include:

* Teachers and teaching assistants
* Early years professionals
* FE and HE professionals
* Artists and arts organisations
* Arts education Co-ordinators and Administrators
* Advocates and supporters of arts education
* Youth Workers
* Non-arts voluntary and community sector workers
* Arts Administrators
* Policy Makers

LEAN works to:

* **Enable** through providing networking opportunities and brokering partnerships
* **Develop** through advice, guidance, information and training
* **Advocate and Celebrate t**hrough the promotion of exemplary local arts learning practice in Lewisham and beyond and advocating for arts education across multi-agency local partnerships
* **Deliver projects** by providing direct support and facilitation to projects with multiple diverse partners

**History**

LEAN came into being in the year 2000 as a response to teachers, artists and arts organisations identifying a need for a network to promote, maintain, improve and advance arts education for children and young people in the London Borough of Lewisham. Since 2003, LEAN has secured regular support from Lewisham Council. Since its inception LEAN has organised youth arts festivals,

managed research into cultural provision for young people in the borough, supported the work of ‘Creating Success’ Action Zone and Creative Partnerships (now A New Direction), run arts education events, managed arts projects with schools and published five editions of an arts education journal, Creat**ed**. LEAN has also run Artsmark training courses for teachers and provided two in depth 10 session long training courses for artists. A large-scale project called [Speak Out](https://www.leanarts.org.uk/projects/speak-out), a programme created in Lewisham and using drama to address children’s speech, language, and communication needs took place between January 2007 and July 2009. In recent years we have developed an early years programme called The Rainbow Collective and facilitated Lewisham's Arts and Resilience Community of Practice that compiled a [Toolkit](https://www.leanarts.org.uk/advice/lewishams-arts-and-resilience-toolkit) for those who are interested in how arts practice can build resilience in young people.

**Our core offer includes:**

* One to one advice sessions with individuals and organisations
* Dissemination through our website, bulletins and twitter accounts of information, guidance, news, opportunities, events, training and funding
* Providing networking opportunities for all our members
* Providing direct marketing opportunities for arts organisations
* Brokering professional relationships
* Adding capacity to collaborative projects such as [Lewisham Live](https://www.lewishamlivefestival.co.uk/)
* Advocating for the sector through cross sector Partnership Boards

**Ongoing projects include:**

* **Education Partner to London Borough of Culture 2022**
* Lewisham Live Festival of Music and Dance (now in its 11th year)
* Lewisham Youth Arts Network
* [Arts Freelancer Breakfast Club](https://www.leanarts.org.uk/about/services/arts-freelancer-breakfast-club) – which has been running monthly virtually since Lockdown
* [Creative Careers](https://twitter.com/LewCreative) programme as part of Lewisham’s Creative Enterprise Zone ([SHAPES Lewisham](https://www.shapeslewisham.co.uk/))
* Cultural Education Challenge – Bellingham Regeneration Arts Group [(BRAG)](https://twitter.com/ArtsBellingham)
* ACE Project Grants Talks and Surgeries
1. Arts Administrators, Participatory Artists, Arts Organisations, education professionals (from early years to Higher Education), non-arts voluntary and community sector, youth workers, health professionals and arts education advocates. [↑](#footnote-ref-2)