

**North Wales Regional Arts and Education Network Coordinator x 2**  
**Post 1 – North West Wales, Anglesey, Conwy and Gwynedd**  
**Post 2 – North East Wales, Denbighshire, Flintshire and Wrexham**  
**March 2016 – March 2017**  
**Fee: £24,000 per post**

**The posts are freelance positions and applicants will need to be self-employed with their own public liability insurance. Organisations may also apply for the posts. The fee has been calculated at £160 per day, a day consisting of 7 hours 30 minutes, 150 days per annum.**

The North Wales Regional Art and Education Network is looking to employ two enthusiastic and motivated regional coordinators to manage the network, one for North East and one for North West Wales. The network coordinator role will be to increase and improve arts experiences and opportunities in schools by forging links between: teachers, educationalists and partners from the education sector; arts practitioners, arts organisations and venues; cultural and heritage organisations and venues such as museums, libraries and archives; local authority arts providers, including music services; higher education arts and cultural partners and the creative industries sector.

### **Background**

In December 2015 the North Wales Regional Arts Partnership (NWRAP) applied to the Arts Council of Wales to become the lead partnership to run the North Wales Regional Arts and Education Network for the next five years, the application was successful.

NWRAP is comprised of Local Government Arts and Education Officers who are working together to devise and implement regional arts projects which utilise the varying skills and expertise the officers of each authority can offer. This project is a partnership between all six North Wales County Councils.

One NWRAP officer per county will be responsible for leading on the network programme within their area, to be coordinated and delivered by the Network Coordinators. The coordinators will be expected to work with these lead officers and also to liaise with GwE officers, organisations, arts practitioners and schools, as well as coordinators from the other three Wales networks, to deliver the programme of activity on a county wide, regional and possibly national basis.

The intention is to be open, democratic and inclusive so the direction and programme of the network is responsive to the pupils, schools, educators, cultural organisations and artists it is designed to serve.

Network membership is informal and self-identified. Organisations and individuals who see a benefit and value in being part of the network will be able to be involved. Guided by a clear set of values and criteria for contributions, we want to promote, develop, encourage and learn from the network membership.

The network proposes that the coordinators deliver the 5 core areas of activity as outlined by the Arts Council of Wales.

- 1. Organise a programme of high quality professional development for teachers, artists, arts and cultural organisations.** (The Networks will be required to work with the Regional Education Consortia and other partners to facilitate teachers developing and sharing their own arts learning and good practice with other schools, and also to provide a programme of arts focused training for teachers and schools.)
- 2. Establish and coordinate networking opportunities for teachers, artists and organisations from the arts, creative, cultural and heritage sectors – both digital and face to face.** (Each of the networks will be expected to develop strong and proactive links with the Regional Education consortia in their area and the Local Authority education services, including music services)
- 3. Connect schools with artists and arts organisations – act as a ‘broker’.** (The Network will build up a database of arts practitioners and organisations offering high quality arts education projects within their area. This will help to develop knowledge of those available and to identify best practice and expertise in relation to this work. The Network will act as a broker between schools and arts organisations, putting schools in touch with artists and arts organisations who are able to offer a suitable quality – and breadth of expertise.)
- 4. Collect information on the regional ‘offer’ and publicise examples of best practice.** (The Network will collate information about what’s on offer in the region and publicise events and opportunities on the creative learning portal and through existing regional networks. The Networks will also gather information about relevant and interesting projects that have taken place - this might include case studies, evaluation, toolkits, training and guidance materials - which could then be shared on the portal.)
- 5. Deliver the Local Arts Champions programme.** (Local Arts Champions will be experienced teachers of the arts who will want to share their skills, expertise and enthusiasm with other teachers and schools, and take on the role of public advocates of arts in education. Champions will be identified and selected through consultation with schools, arts organisations and the Regional Education Consortia. The Network will provide funding to schools to cover the release of these Champions)

#### **Governance - North Wales Arts and Education Network Steering Group**

Arts Development Officers from each Local Authority

Anglesey: Ceri Williams and Nicola Gibson

Conwy: Sian Young and Julie Meehan

Denbighshire: Sian Fitzgerald

Flintshire: Gwenno Eleri Jones and Trefor Lloyd Roberts

Gwynedd: Nest Thomas and Gwawr Wyn Roberts

Wrexham: Steffan Jones-Hughes and Jo Marsh

Education Consortium Member – Rhys Howard Hughes, Assistant Director GwE

Two Local Authority Education Representatives

Two Network Members Elected Annually at Network Meeting

ACW Regional (Observer)

Network Co-ordinator x 2

The network will employ **two freelance coordinators**, one for North East and one for North West Wales. The coordinators will be guided by the Steering Group. The coordinators will be expected to arrange and manage the programme of activity and to collate all the information for and give clerical and administrative support to the steering group. They will also be responsible for disseminating all information to the region's schools and collecting information from artists and organisations. They will support the work of the Network by booking venues for training, sending information for inclusion on the portal, arranging dates and locations for meetings, ensure that the Arts Champions have all the information required to fulfil their role. They will manage the programme of activity and budget with guidance from the Steering Group.

Day to Day Line Management will be through the Host Authority.

### **Breakdown of Tasks**

#### **Coordination and Administration**

- To organise a series of training events and activities for Network members, teachers, artists, organisations, including booking of venues and trainers, taking booking from participants and any other clerical tasks
- Coordinate the applications by artists and organisations who wish to be included on the Network database
- Coordinate the 'Arts Champions' programme
- Collate information for the termly email information newsletter
- Work with network coordinators across Wales on developing a national conference
- To send information on best practice to be included on the 'HWB' website
- To market the network across the region and encourage new membership
- To create a web and social media presence for the North Wales Network

#### **Finance**

- To raise funds for the network by attracting in-kind and financial private sponsorship and applying to appropriate grant funding organisations and trusts
- To develop a range of commercial activity that can bring in income
- To manage the finances of the network ensuring value for money

#### **Governance**

- Attend a minimum of four Steering Group meetings per year and present a coordinator's report and financial breakdown at each meeting.
- To collate all the information required for the annual accounts and annual report at the end of each grant funding year.

It is estimated that coordination and management of the Network will take an average of three days per week.

**A total fee of £24,000 will be payable to the successful applicant and this is fully inclusive of travel, subsistence and accommodation. The fee has been calculated at £160 per day, a day consisting of 7 hours 30 minutes, 150 days per annum. It is vital that most of the hours worked is during school opening hours from 9am to 3.30pm.**

**Person Specification – the successful applicant will need to be able to demonstrate the following:**

- to commit to being available between March 2016 and March 2017 initially with an option to coordinate the Network for a further two years subject to performance
- professional background in arts administration and project management with experience of planning and delivering projects to their conclusion
- experience of working with schools and developing projects for schools
- knowledge of social media and updating web content
- IT literate
- to manage their own time effectively to ensure successful delivery of the Network programme
- have experience of producing reports in a clear and concise manner and presenting them both in written form and verbally
- experience of fundraising through private sponsorship and grant funding streams
- be able to manage complex budgets and accounts
- be self-employed and have their own office facilities and Public Liability Insurance
- valid driving licence and access to a vehicle is essential
- The ability to speak Welsh is essential

For further information please contact Gwenno Eleri Jones on 01352 702471.

**How to Apply**

To apply for the post of Regional Arts and Education Network Coordinator please send a letter of application outlining how you would approach the brief, which post you're applying for (Post 1 – North west or Post 2- North East) and a current CV highlighting previous relevant experience and qualifications along with the name and contact details of two referees.

Individuals or Organisations are eligible to apply to become one of the Regional Arts and Education Coordinators for North Wales.

**Applications must be received by 9am on Friday 19 February 2016**

Please send your application by post to:  
Flintshire County Council  
Leisure & Libraries Head Office  
First Floor  
Deeside Leisure Centre  
Chester Road West  
Queensferry, Deeside,  
Flintshire, CH5 1SA

By email to: [gwenno.e.jones@flintshire.gov.uk](mailto:gwenno.e.jones@flintshire.gov.uk)

**Interviews**

Interviews will be held in Conwy County during the week of the 7 March 2016

