

# connecting culture

## INVITATION TO TENDER

### Freelance Contract: Project Coordinator, Cultural Connectors

February 2022

**Timescale:** April 2022 – March 2023

**Budget:** Up to £8,400 based on 42 days over 12 months, average 3.5 days per month, inclusive of VAT and expenses

**Deadline:** Friday 25 March, 5pm

**Interviews:** 11 – 13 April 2022 (virtual or in-person, Southampton)

## FREELANCE BRIEF

We are seeking a freelance contractor to join the Connecting Culture project team as Project Coordinator, responsible for ensuring the smooth running of the Cultural Connectors young people's programme of creative research traineeships and cultural leadership development.

Working with a variety of project partners, artists and specialists, the contractor will be responsible for the delivery of a diverse range of objectives over the 12 month programme, including recruitment for participants aged 16-25 years and coordination and facilitation of activity.

The contract requires effective project coordination, administration, communication, monitoring, safeguarding and evaluation.

## BACKGROUND

### About Connecting Culture Research Project

Connecting Culture is a research project led by University of Southampton's Arts and Culture Team and supported by a £75,000 Project Grant from Arts Council England. With a large consortium of cultural organisations and child-focused services as project partners, the research explores the question of how Southampton's thriving Cultural Quarter can enrich the lives of children and young people as a future creative hub.

The aim is to enable young people to produce a 'Young People's Manifesto and Map' to be adopted by Southampton City Council's 'Child-Friendly Southampton' policy and to create a sustained programme that reflects their needs. This project aligns with major developments in the city such as Southampton's UK City of Culture bid and Southampton's UNICEF Child Friendly City programme.

# connecting culture

To date, we have completed a city-wide [Creative Consultation](#) with 600 children, aged 5 to 18, to understand their experiences of culture and their ambitions for a creative Southampton.

This large and ambitious pilot programme will serve as a new model of cross-sector working for Southampton, leading to a step-change in how the city engages with children and young people by directly drawing on their real-life experiences to shape future actions and activities – the first ‘place-based’ case study of a city in the UK.

**For information:** [connectingculture-southampton.org.uk](http://connectingculture-southampton.org.uk)

## The Cultural Connectors

Ten young people aged 16-25 will be recruited to the project as ‘Cultural Connectors’: a dynamic creative research traineeship and cultural leadership programme.

The Cultural Connectors will explore the cultural activity of children and young people and their ambitions for a ‘creative Southampton’, working with the research team to:

- Co-design and undertake research into the activity of children and young people in the city
- Develop a Young People’s Manifesto and Map for Southampton
- Co-develop and deliver a communications plan focused on children and young people
- Co-create commissions and public events with our Consortium partners

To support their creative traineeship, the Cultural Connectors will undertake training and be mentored. Training will include research and evaluation, Arts Award Advisor (Discover and Explore) training for 18+, workshop facilitation, creative programming, and event management. Their traineeships will be underpinned by the Arts Award programme and participants will work towards achieving their Gold Arts Award.

The Cultural Connectors will be involved in inter-regional peer-exchanges, visits, and dialogues with other young people’s initiatives. Where possible, we will work with young creatives to deliver training to the Cultural Connectors, acting as role-models and inspiring youth leadership within the group.

**Further information:** [connectingculture-southampton.org.uk/cultural-connectors](http://connectingculture-southampton.org.uk/cultural-connectors)

## ABOUT THIS CONTRACT

We are seeking a freelance coordinator to join the project team, to manage the smooth running of the Cultural Connectors young people’s programme.

We need someone with a natural ability to engage young people and a real understanding of what makes youth arts projects successful. You will have an understanding of how to develop and

# connecting culture

support leadership skills in young people and how to engage youth voice and opinions in research-based consultations. You will need to be flexible, able to plan meticulously and think on your feet. You will have a passion for creativity and be a champion for young people and youth arts.

You will be offered mentoring, training, and support as part of the contract, so that you too will be able to develop as a cultural leader over the lifespan of the project.

This contract is offered on a flexible basis, split between home-based working, online delivery and in-person engagement. The ability to work in-person in Southampton is essential and some evening and weekend work will be required.

## OBJECTIVES

To develop and deliver the Cultural Connectors young people's programme, part of the Connecting Culture Research Project.

### This has the following aims:

- To explore the question of how Southampton's thriving Cultural Quarter can enrich the lives of children and young people as a future creative hub.
- To co-design creative opportunities with, led by and for young people in Southampton
- To nurture a cohort of young people who are representative of Southampton's communities as cultural leaders.
- To increase awareness of, and participation in, creative activities for children and young people in the city.

### This will involve:

- Planning, coordinating and overseeing the day to day running of the Cultural Connectors programme.
- Being the primary point of contact for the ten young people participating in the programme.
- Working with the ten 'Cultural Connectors' and Research Lead to shape consultation with a diverse range of young people across Southampton.
- Working with the Project leads and Cultural Connectors cohort to recruit appropriate artists and creative practitioners to enable and facilitate elements of the programme.
- Supporting the delivery of effective promotion of the programme on offer to other young people across Southampton, utilising all appropriate channels of communication e.g. the full range of digital media, school visits, press coverage etc.
- Coordinating, attending, and as required facilitating workshop sessions and programme elements, providing support to the Cultural Connectors, visiting artists and participants.

# connecting culture

- Planning and coordinating the smooth running of activity within the programme as agreed e.g. training courses, visits to cultural venues and networking opportunities, liaising with project partners and other youth leadership projects in the region.
- Coordinating the recruitment and training of cultural professionals to act as mentors for the Cultural Connectors. Supporting the working relationships of the mentors and mentees.
- Ensuring that policies and values are embedded in all projects e.g. safeguarding, child protection, health and safety, risk assessment etc.
- Coordinating DBS checks and applications, and ensure all those coming into contact with young people have the relevant DBS documents.
- Supporting effective project partnerships to achieve the greatest impact.
- Administrating Arts Awards training and moderations as needed
- Contributing to monitoring and evaluation of activity, keeping up to date records of numbers of participants, geographical data, consent forms etc.
- Producing reports on the progress, impacts and achievements of the project for the steering group, funders and Southampton Cultural Education Partnership
- Directly contributing to the research process e.g. interviews, focus groups.
- Compliance with Policies and Procedures as appropriate, including: procurement (UoS), GDPR (UoS), Confidentiality (UoS), Safeguarding and Child Protection (UoS), Equality, Diversity and Inclusion (UoS).

## **The Contractor is required to demonstrate the following:**

### **Essential experience, skills and knowledge:**

- Excellent organisational and time management skills and working with budgets.
- Attention to detail and good written communication skills.
- Efficient, accurate administrative skills, in particular computer skills (MS Office and Mac) and virtual meeting platforms e.g. MS Teams.
- Understanding of current best practice in Equality, Diversity and Inclusion.
- Experience of working with artists and young people.
- Excellent interpersonal skills.
- Ability to confidently and effectively consult with, work alongside and support young people.
- Ability to relate to and work with young people especially those with complex needs.
- Youth work experience and an informed knowledge of best practice in youth arts.
- Knowledge and expertise in behaviour and conflict management.
- Up to date awareness of best practice in Child protection and safeguarding.

### **Desirable skills and experience:**

- Experience of promoting and marketing youth arts activities and ability to identify creatively about marketing opportunities.
- An enthusiasm for youth arts, cross-art form or site-specific work.

# connecting culture

- A driving licence.
- Arts project management experience.
- Experience of working with interns and volunteers.
- Experience of delivering or managing youth voice consultations.
- Arts Awards Adviser trained.

## HOW TO APPLY / TENDER PROCESS

The University of Southampton's Equality, Diversity and Inclusion mission is to create an inclusive university community. We particularly encourage responses to this opportunity from professionals who are underrepresented in the cultural and education sectors.

To tender for this contract, please supply:

- Why you want to work as the Project Coordinator and what motivates you to do so.
- A response to the brief
- Your CV
- Details of previous relevant work/experience
- Names and contact details of two referees with knowledge of your work in a similar capacity
- Details of professional indemnity and public liability insurance, and an Enhanced DBS.

**Deadline: Tenders must be submitted by Friday 25 March 2022, 5pm**

Please email your response with subject 'Cultural Connectors Tender' to [Connectingculture@soton.ac.uk](mailto:Connectingculture@soton.ac.uk)

Consultancy interviews will be held between **11 – 13 April 2022** either in person at a central Southampton venue or via TEAMS, subject to public health regulations at the time.

## ACCESS SUPPORT AND GENERAL ENQUIRIES

We want to ensure the application process is accessible, and to give everyone the information they need. If you require this document or any further information in a different format, or have questions before you apply, please get in touch by email to [Connectingculture@soton.ac.uk](mailto:Connectingculture@soton.ac.uk) and provide a contact telephone number.

**For further information about the Connecting Culture project visit:**

[connectingculture-southampton.org.uk](http://connectingculture-southampton.org.uk)