

## **Organisational Development Manager – Transition**

**Through the Transition programme the Isle of Wight Cultural Education Partnership (IWCEP) intends to strengthen the quality and reach of cultural education opportunities for children and young people on the Isle of Wight.**

### **Description**

The Transition programme will enable IWCEP to research and implement a new business model or positioning to strengthen its capacity to be the Island's recognised body and voice for cultural education. Steve Ross Foundation for the Arts (Quay Arts) will lead a development programme to assess and recommend the most effective constitutional arrangements for the CEP including clearly defined relationships with the Cultural Investment Company and The Island Collection. It will advance work to ensure youth voice is embedded in future consultations and strategy and collaborate with The Island Collection to lead the educational component of the Creative Biosphere programme. The work will strengthen partnerships to ensure a shared vision in alignment with local priorities, communicated by a new Strategic Action Plan, terms of reference and increased membership.

The IWCEP is looking to appoint an Organisational Development Manager (ODM) to undertake this programme of work:

- Explore and recommend whether to position the CEP within another strategic body or to establish it as a separately constituted organisation
- Once the above is agreed, support the journey of change by developing an action plan to ensure transition is made and articulated to the wider cultural sector on the Isle of Wight
- Ensure youth voice is consulted as part of future strategy and projects by building on the feedback from The Great Leap Forward / Lift the Lid
- Ensure the CEP is central to the Island's place-making agenda by working with The Island Collection on the educational element of the Creative Biosphere programme
- Demonstrate the impact of the CEP by researching and implementing an audience data capture tool to measure the increased uptake of educational cultural activities with CEP members
- Support the CEP's long-term viability by developing a new Strategic Action Plan that is aligned with local priorities, with associated terms of reference and increased CEP membership.
- Produce the final evaluation report and budget statement for the IWCEP and the investor, Artswork.

## **Outcomes**

The Isle of Wight CEP Transition Support programme will:

- Ensure Isle of Wight CEP is the recognised entity and voice for cultural education
- Strengthen best practice in embedding consultation with children and young people in strategy and programme development
- Partner with The Island Collection to submit a funding application for an education strand of the Creative Biosphere programme
- Measure impact by implementing consistent outcome recording by CEP members
- Detail the CEP's future management, positioning and governance by updating and agreeing a new Strategic Action Plan and terms of reference.

## **Reporting**

The ODM will report to the Steering Group of the IWCEP, which meets bi-monthly. A written report should be submitted a week ahead of each meeting and the ODM will be expected to attend both these meetings and the general CEP meetings to answer any questions in person. Supervision and support between meetings will be provided by the Arts Manager of Quay Arts. The ODM will also be expected to provide progress reports to Artswork at review meetings every four months.

## **Manager specification**

The successful applicant will be able to demonstrate the following:

- Organisational and partnership development expertise: specifically in collaborative models of governance and leadership
- Understanding of good practice in youth engagement
- Strong interpersonal and organisational skills to engage effectively with stakeholders
- Administrative and project management skills
- Availability to deliver the project in line with the required timescales
- Awareness of cultural and educational policy in the UK
- Knowledge of the cultural sector on the Isle of Wight
- Public liability (min £5m) and professional indemnity (min £1m) cover
- GDPR compliance
- DBS is required if the applicant is working directly and unsupervised with children and young people as part of the work.

## **How to apply**

Those interested in applying for this role should provide a quotation document which should not exceed 1000 words (excluding any annexes) and should include:

- A response to the brief and outlining how you propose to deliver it
- Your up-to-date CV, highlighting previous relevant work
- A timetable for delivery
- A breakdown of days and costs against the planned work including VAT
- Details of your professional indemnity and public liability insurance and GDPR compliance
- Names and contact details of two referees who have knowledge of your work in a similar capacity (these will not be taken up until a contract offer has been made).

## **Assessment**

Please note that the IWCEP assess all applications against the following criteria:

- Understanding of the brief and key objectives
- Proposed approach
- Experience and expertise
- Value for money.

## **Fee**

The fee for this freelance contract is £6,000 (40 days x £150) including VAT and expenses, payable on submission of monthly invoices.

## **Timescale**

The contract will run from April 2020 to December 2021.

**Applications to:** Jacqui Cusack, Arts Manager, Quay Arts at [j.cusack@quayarts.org](mailto:j.cusack@quayarts.org)

**Deadline:** 1pm on Thu 12 March 2020.

**Interviews will be held on Thu 19 March at Quay Arts.**