

Southampton Cultural Education Partnership (SCEP)

Children – Culture – Creativity – Community

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SCEP Programme Management

Invitation to tender for full programme. We would also consider separate tenders for the two individual programmes, thus separating the tender and the budget.

Timescale: October 2021 – September 2022, with potential to extend

Budget: Up to £30,000, inclusive of VAT and all expenses

Tender deadline: Sunday 10 October 2021, 5pm

Brief to Consultant

Southampton Cultural Education Partnership (SCEP) is seeking an experienced cultural education consultant for a twelve month minimum period to work with the SCEP Steering Group and members to support the development of partnership working across the cultural and education sectors and child-focused services in Southampton.

The contractor will be responsible for the development and delivery of the following programmes, **SCEP Transition** and **Better Lives Through Culture (BLTC)** Yr 1. This contract requires effective management, monitoring, consultation and communication. The work will conclude with the development of a clear action plan to take the SCEP and its programmes, including BLTC (Yr2), forward into the future.

This contract is offered on a flexible basis however some evening and weekend work and the ability to work in-person in Southampton will be required, as well as work during school holidays.

Objectives:

To support the development of the SCEP as a sustainable, strategic network and to develop and deliver the Transition and Better Lives Through Culture (Yr 1) programmes.

This will involve:

- Managing and monitoring the day-to-day delivery of SCEP programmes **Transition** (up to 12 months) and **Better Lives Through Culture** (24 months) programmes and related activity e.g. Kickstart, Holiday Activities & Food programme;
- Devising detailed project plans and delivering within budget, against agreed objectives and outcomes;
- Liaising with stakeholders of SCEP projects and programmes;
- Developing SCEP's communications strategy and channel with colleagues from Arts & Culture, University of Southampton (UoS);
- Embedding Youth Voice into the SCEP governance and practices including support for Young Trustees in member organisations;
- Promoting SCEP through a range of channels including social media and website, with UoS colleagues;
- Facilitating the collaborative working of SCEP partners;

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- Devising and delivering consultation across the community, with children, young people and their parents and carers, schools and other educational settings, enabling SCEP partners to have a distributed role in this;
- Consulting with SCEP partners and other cultural providers;
- Collating and analysing outputs from consultations and evaluations, providing timely, purposeful reports to SCEP and its partners to inform planning, actions and advocacy;
- Devising and enabling SCEP to deliver the Transition process and action plan;
- Working with the Co-chairs and interim lead UoS, to appoint and oversee sub-contractors to deliver identified work packages to required standard
- Researching and identifying potential areas for funding and working with SCEP partners to apply
- Providing secretariat services to SCEP, arranging meetings, preparing and distributing papers.

Strategic alignment

- Arts Council England’s strategy “Let’s Create”
- Southampton 2025 Bid for UK City of Culture

Procedures / practices that must be compiled with

- Procurement
- GDPR
- Confidentiality
- Equality, Diversity and Inclusion strategy and policies (UoS)

The Contractor is required to demonstrate the following essential experience, skills and knowledge:

- Significant project management experience;
- Supporting and coordinating collaborative committees, partnerships or networks;
- Financial management and reporting;
- Working with diverse groups and individuals;
- Past good practice in consultation, evaluation, research and report writing;
- Writing successful funding bids and fundraising.
- Strong understanding of education and cultural policy context;
- Understanding of partnership development and collaborative models of governance and leadership;
- Ability to write a SMART action plan;
- Ability to develop and deliver consultation activities with adults, children and young people;
- Knowledge and understanding of cultural agendas and social justice as they relate to children and young people;
- Ability to organise work priorities;

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- Excellent written and verbal communication skills;
- Confident, with good interpersonal and networking skills;
- Ability to work in Southampton as required

BACKGROUND

What is Southampton Cultural Education Partnership (SCEP)?

Cultural Education Partnerships (CEPs) were developed across the country in response to Arts Council England's 2015 Cultural Education Challenge.

The Cultural Education Challenge is a call for arts, culture and education sectors to join together to offer arts and cultural education for all children and young people, regardless of background or circumstance.

CEPs are able to be responsive to local needs, with high-level support from senior leaders from cultural organisations, educational settings and decision-makers in their area. Together, as a CEP, we can encourage sector leaders to create new, joined-up ways of working and sharing resources.

Southampton Cultural Education Partnership (SCEP) was formed in response to the Arts Council England's Cultural Education challenge in September 2017. We are a network of over 50 leaders from the arts, heritage, education and child-focused sector within our city who have committed to working in partnership, adopting a shared approach, being responsive and aligned on our aims and objectives to ensure that all children and young people in Southampton have access to high quality arts, cultural and creative opportunities.

We work with and across schools, Higher Education, the Local Authority, voluntary and community organisations, Southampton Music Hub, cultural organisations and other funders to develop a joined-up arts and cultural offer locally, maximising resources and developing a coherent and visible delivery of cultural education for children and young people in partnership with Artswork. We are contributing to the development of city-wide initiatives including Southampton's bid for UK City of Culture 2025 and Child Friendly City status.

SCEP is led by University of Southampton (Arts & Culture), with two independent Co-chair and a steering group.

Our Vision:

Southampton's young people have created a city worthy of their loyalty and pride

Our Mission:

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All Children and Young People (CYP) growing up in Southampton have the opportunity to enjoy and participate in creative, cultural and heritage opportunities to enrich and empower their aspirations, ambitions, and lives.

Our Goals:

- To ensure practice, engagement and study of high quality cultural and creative activities that all Southampton's CYP have access to.
- To equip Southampton's political, civic and administrative leadership with the knowledge and understanding to recognise, support and advance educational, social and cultural benefits of participation in culture for the future of the city.
- To create strategic long-term local investments in the integrated use of culture in developing better education, health and wellbeing outcomes for CYP.
- To strategically galvanise the cultural infrastructure of Southampton to broadly, diversely and collectively collaboratively to ensure the SCEP exceeds the sum of its individual parts. (Business Plan)

Our Aims:

- To work with those working with children and young people and their families, embedding creative learning from the early years;
- To promote and support delivery of the arts and culture as part of a broad and balanced curriculum;
- To work through the arts to reduce inequalities in educational attainment, health and wellbeing for children and young people deemed to be at risk;
- To provide transferable skills and open up pre-employment opportunities enhancing accessible progression routes into the creative and cultural industries and other areas of work.

OUR PROGRAMMES

Transition Programme, October 2021 up to September 2022

This investment will enable the SCEP to implement a process of structural change which will ensure the partnership embeds the voice of children and young people, has sustainable cross-sector engagement and strengthened capacity. It will ensure that SCEP members are better placed to collectively and successfully respond to future opportunities through increased targeting and awareness of members' offers. The programme will evolve the leadership and governance of the SCEP and enhance its resilience and long term future in delivering a Strategic Action Plan for cultural education in Southampton in alignment with local priorities.

Aims & Objectives

Transition programme aims to:

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- Undertake consultation with SCEP members and stakeholders and gather evidence to make recommendations for a new governance structure
- Deliver Cultural Capital and Recovery Curriculum workshops and surgeries to address inequalities in cultural provision
- Provide training and support to enable SCEP member organisations to appoint young people to join their governance structure.
- Consult with key commissioners in health and wellbeing and inclusion to align the Cultural Capital strategy and support SCEP members to embed this in their offer for schools
- Develop online resources and signposting to communicate the SCEP offer
- Develop a new Strategic Action Plan that is aligned with local priorities and contexts, has SCEP membership buy-in, and details plans for its future long-term viability

Outputs

- Coordinate communications and survey SCEP members
- Undertake consultation and evidence gathering to inform SCEP structure and governance
- Deliver Cultural Capital and Recovery Curriculum workshops and consultation
- Advocate for Artsmark
- Provide training and support for organisations to recruit young board members
- Consultation with health & wellbeing and other key commissioners to inform SCEP members to embed health and wellbeing within their cultural offer
- Develop online resources including Arts Award, Artsmark and signposting to Schools offers
- Update the SCEP Strategic Action Plan, Terms of Reference and Membership list to detail future management, priorities and long-term viability
- Capture the outcomes and learning from the programme to inform the SCEP

Better Lives Through Culture, Yr 1 October 2021 – September 2022 (Yr 2 Oct 2022 – Sep 202)

SCEP will galvanise cross-sector expertise to ensure children and young people that are at risk, disadvantaged, marginalised, not in education, employment or training benefit from cultural education. Children and young people will co-design and create a Creative Curriculum for Southampton, in collaboration with practitioners and teachers, and in alignment with Southampton City Council's Future Work framework which prioritises levelling up, skills development and social capital. The work will harness the inspiration and ingenuity of the city's communities, insights and practice, to root and feed creative connections to place. It will build strategic capabilities in Southampton for organisations, practitioners, children and young people through a Creative Mentor programme, Arts Award, Digital Badging and Artsmark Partnership.

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The investment will strengthen SCEP and ensure legacy by harnessing new collaborative and coordinated approaches to measuring and evidencing impact that will provide a city-wide, multi-sector model of evidence rich practice and evaluation

Strategic Aims

The Better Lives Through Culture programme aims to:

- Enable children and young people to co-design a Creative Curriculum for Southampton
- Increase the number of children and young people benefiting from cultural education from priority groups through a strengthened cross-sector framework
- Support practitioners to become Creative Mentors to work with and inspire children and young people, and to inform and develop Southampton CEP's practice
- Strengthen the SCEP and build strategic capabilities for the city's organisations, practitioners and children and young people to embed and sustain this work

Outputs

- Number of CYP engaged in programme including co-design, creation and participation
- Deliver 6 month Creative Mentor training programme for early career creative education practitioners
- Embed Arts Award in cultural education provision by training teachers and practitioners as Arts Award Advisors
- Ensure participants gain Arts Award certification
- Evidence the impact of cultural education in schools through Artsmark registration

Outcomes

The programme will ensure:

- There is a Creative Curriculum for all Southampton's children and young people, especially its most disadvantaged; inspired by the city, the people, its history, creativity and culture
- A galvanizing framework enables disadvantaged children and young people to become co-commissioners / producers / curators and to contribute to Southampton's cultural ecology
- Children and young people have gained accredited skills by achieving Arts Award certification
- A greater number of settings have articulated their increased commitment to cultural learning through Artsmark registration

TENDER PROCESS

To tender for this contract, please supply:

- Why you want to provide services to SCEP and what motivates you to do so.
- A response to the brief, a demonstration of competencies, and a delivery proposal

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- CV of person/persons proposed to carry out the work
- A timetable for delivery
- A breakdown of who specifically is delivering, their days and costs, specifying day rate, against the planned work including VAT
- 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, GDPR compliance and relevant DBS.

Deadline: Tenders must be submitted by Sunday 10 October 2021, 5pm

Please email your response with subject 'SCEP Tender' to SCEP@soton.ac.uk

Consultancy interviews will be on Tuesday 19 October either in person at a central Southampton venue or via TEAMS, subject to public health regulations at the time.

For questions about this opportunity please email SCEP@soton.ac.uk in the first instance with a short paragraph and provide a contact telephone number. Please note that queries may not be answered immediately due to annual leave. For further information about the SCEP visit

SCEP strives to be an inclusive partnership where we can all be ourselves. We particularly encourage responses to this opportunity from professionals who are underrepresented in the cultural and education sectors.