

Southampton Cultural Education Partnership

Children | Culture |
Creativity | Community |

Supported by



University of
Southampton



Southampton Cultural Education Partnership (SCEP) is recruiting for a new Steering Group who will oversee and drive forward our activity.

The Southampton Cultural Education Partnership (SCEP) exists to nurture creative and cultural education for all children and young people in the city. We act as a backbone organisation for the arts and cultural education areas, uniting the education, youth and cultural sectors.

We are a growing consortium of 51 diverse organisations. The SCEP is a member of Southampton's Youth Partnership and Commissioning sub-group and contributes cultural education expertise to the new Southampton Culture Trust. The role of the SCEP in signposting to the cultural offer is important for children and families, and the workers and settings supporting them.

Our strategic priorities and outcomes 2023-25

- Increasing Health & Wellbeing for children and young people through arts engagement
- Pathways & Progression: testing out new approaches to conserve capacity and resources including referrals processes
- Building a workforce for the future: providing inclusive training and skills development opportunities for young people and the cultural sector

How we work

The SCEP is finishing a Transition period, with funding for the current delivery team ending in July 2023.

Following consultation and research over the past year, the Steering Group has agreed to a new structure of Chair and a Steering Group of eight members to drive forward our plans for the next year. **The University of Southampton has offered in kind support to act as the secretariat** (administration, convening, finance, policies, communications and advocacy work). In order for this to be sustainable, this is dependent on **the wider arts and education sector being willing and able to also provide support to the SCEP.**

Apply to join the Steering Group

The SCEP is seeking to appoint eight members of the Steering Group. Members will be appointed for a two-year term.

Members will commit to offering in kind support, which we estimate will be between half a day to one day a month, to:

- Lead a strategic priority area or fundraising on behalf of the SCEP with one other Steering Group member, including driving forward plans or advocacy work.
- Attend Steering Group meetings approximately every six to eight weeks and Members meetings four times a year. Meetings will take place online. They may also occasionally take place in person.
- Represent the SCEP at wider cultural and education sector meetings, as part of delegations, at roundtables or other events; review documents and communications; or to help make connections or introductions for the SCEP.

Where possible, Steering Group members should regard their membership as part of their core day-job and should integrate the work of championing the SCEP and its work into their own work and that of their organisations, identifying any opportunities to contribute to the wider Southampton picture, and, where possible, aligning any relevant events, resources or messaging to the needs of the SCEP.

The existing Transition Steering Group terms of reference are appended. We anticipate the first task of the new Steering Group will be to update these.

How to apply

The SCEP will prioritise individuals with the skills, expertise and capacity to contribute to the SCEP's strategic priorities and outcomes, and lived experience of communities who are under-represented in leadership positions in education, arts and culture.

We particularly welcome applications from people from ethnically diverse backgrounds and from those who identify as disabled¹.

To apply fill in this form by 13 June 2023: <https://forms.office.com/e/TnWZQ4gr4A>.

You are welcome to submit your application in written, audio or video format. Maximum 600 words or 6 minutes of audio or video. Please email files to s.cairns@soton.ac.uk by 13 June 2023.

¹ The term "disabled" covers people who self-define as D/deaf, as neurodiverse, as disabled or as learning disabled.

Short conversations about your application with the SCEP Chair and Transition Programme Manager will take place the week of 19 June.

The form asks the following questions:

1. Name
2. Email
3. Job title
4. Organisation
5. How will your expertise, skills, lived experience and background help support delivery of the SCEP strategic priorities and outcomes? (600 words maximum or 6 minutes audio or video)
6. Select the strategic priorities and outcomes area you are interested in leading on from the following:
 - a. Fundraising for the wider sector
Delivery of priority areas:
 - b. Health and Wellbeing
 - c. Pathways and progression
 - d. Workforce for the future
7. I can commit to the equivalent of one day a month in kind support to the SCEP from September 2023 to July 2024. (Yes/No)

If you're not sure whether joining the Steering Group is for you, and you'd like an informal conversation with Sam Cairns, Transition Programme Manager about the scope and nature of the role before you submit, we would be happy to offer you a 15-minute chat. Please contact s.cairns@soton.ac.uk with the subject header STEERING GROUP REQUEST FOR CONVERSATION. Please don't feel you have to do this, it is absolutely not a mandatory part of the process.

Timeline

- Steering Group applications open 23 May 2023
- Steering Group application deadline 13 June 2023
- Conversations with SCEP Chair and Transition Programme Manager week 19 June
- All applicants informed of outcome by 26 June
- September 2023 first Steering Group meeting.

Access

We aim to provide an inclusive environment and will work with individual participants to make sure we can meet your access needs, such as confirming wheelchair accessible venues, providing support workers or British Sign Language interpreters. This also applies to our online application process. If, for any reason, you need to apply in an alternative format, do get in touch to discuss your needs.

Appendix A

‘Transition’ Steering Group: Southampton Cultural Education Partnership (SCEP) & Connecting Culture

Transition Steering Group Terms of Reference

- The purpose of the Steering Group is to support SCEP Chair and Interim Lead Organisation to oversee and guide the SCEP Transition programme against its objectives.
- The Group facilitates successful delivery of Transition programme, provides advice for developing and realising our revised Better Lives Through Culture programme and advice and guidance to develop a resilient and sustainable SCEP.
- The Group is made up of representatives of the cultural and education sectors. We will recruit members who represent the health sector and young people.
- The Group provides the governance structure for SCEP Transition and Better Lives Through Culture programmes.
- The Group provides oversight for Connecting Culture Research Project, led by the University of Southampton.

Terms of service and role

1. Transition Steering Group membership is time limited and will end when the Transition Programme ends, no later than March 2023. At the end of the Programme the group will dissolve and be replaced by a new body. Members of the Steering Group can apply to join the new body.
2. In addition to attendance at Steering Group meetings, Steering Group members may be called upon to represent the SCEP at meetings, as part of delegations, at roundtables or other events; to review documents and communications; or to help make connections or introductions for the SCEP.
3. Where possible, Steering Group members should regard their membership as part of their core day-job, and should integrate the work of championing the SCEP and its work into their own work and that of their organisations, identifying any opportunities to contribute to the wider Southampton picture, and, where possible, aligning any relevant events, resources or messaging to the needs of the SCEP.
4. Meetings of the Steering Group will take place approximately every six to eight weeks. Members should notify the Chair in advance if they are unable to attend a meeting.
5. Meetings will take place online via Zoom or another suitable platform. They may also occasionally take place in person.
6. Steering Group members are expected to attend at least 60% of Steering Group meetings annually. If a member misses three meetings in a row they will be deemed to have submitted their resignation from the group and their membership will be moved to

the SCEP Members Group. In extenuating circumstances the Chair can choose to waive this requirement.

7. The agenda for each meeting will be sent a week in advance, and members are invited to send requests for agenda items for the chair to consider ahead of this, or include them as AOB.
8. The steering group will share their decisions with the full SCEP membership by circulating agreed minutes to all SCEP members. Any matters deemed to be confidential will be agreed at the end of SCEP Steering Group meetings and will be omitted from the minutes shared with the full membership.
9. If a member of the Steering Group behaves in a manner that is not in keeping with the ethos and values of the SCEP, a quorate of members of the Steering Group can remove their membership of the Steering Group and SCEP. The Steering Group is quorate when more than half the members are present. The SCEP ethos and values are anchored in our mission and the Seven Nolan [Principles of Public Life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members will also adhere to the SCEP Conflict of Interest policy.