

Southampton Cultural Education Partnership

Children | Culture |
Creativity | Community |

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University of
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Southampton Cultural Education Partnership (SCEP) is recruiting for two new Steering Group members. The Steering Group oversees and drives 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 Steering Group is comprised of eight members who in pairs take the lead on a specific strategic priority. **The University of Southampton offers in kind support and acts 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. Volunteering time to help run the SCEP via the Steering Group is part of this support.

Apply to join the Steering Group

The SCEP is seeking to appoint two new members. 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 three times a year. Meetings are hybrid and will take place online and 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 Steering Group terms of reference are appended.

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 5 December 2024: <https://forms.office.com/e/5t3gLgieQf>.

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 5 December.

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

Short interviews will take place the Thursday 12 December

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 while on the Steering Group. (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, SCEP Lead 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 24 October 2024
- Steering Group application deadline 5 December 2024
- Interviews Thursday 12 December
- All applicants informed of outcome by 19 December
- January 2025 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

Terms of Reference Southampton Cultural Education Partnership (SCEP) Steering Group

About SCEP

Southampton Cultural Education Partnership (SCEP) is a growing consortium of diverse organisations working together to nurture creative and cultural education for all children and young people in the City. SCEP is a member of Southampton's Youth Partnership and contributes cultural education expertise to the new Southampton Culture Trust. SCEP members range from small to large-scale creative, cultural and heritage organisations, schools, colleges and universities to youth-focused charities, local authority children's services and health sector. A SCEP members group meets termly to share information and expertise.

Southampton Cultural Education Partnership (SCEP) is overseen by a Chair and Steering Group, with members representing education, children-focused services and culture. Collectively they bring significant experience and insight into addressing how our cultural education offer can serve the needs and aspirations of Southampton's Children and Young People. They also have oversight of [Connecting Culture](#), a pilot research impact project led by the University of Southampton.

[University of Southampton](#) hosts SCEP providing the secretariat (administration, convening, finance, policies, communications and advocacy work).

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

Steering Group Terms of Reference

- The purpose of the Steering Group is to support the SCEP Chair and SCEP Lead to deliver the SCEP strategic priorities and outcomes.
- The Steering Group facilitates successful delivery of SCEP strategic priorities and outcomes programme, provides advice for developing and realising our 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 any funded programmes.

Southampton Cultural Education Partnership (SCEP)

c/o Turner Sims, University of Southampton, SO17 1BJ

southamptoncep.co.uk | scep@soton.ac.uk | [@SouthamptonCEP](https://twitter.com/SouthamptonCEP)

- The Group provides oversight for Connecting Culture Research Project, led by the University of Southampton.

Terms of service and role

1. Steering Group members are appointed for two years.
2. Steering Group members commit to offering in kind support of between half a day to one day a month.
3. Steering Group members 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.
4. Steering Group members 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.
5. 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.
6. 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.
7. Meetings will be hybrid and take place online via Teams or another suitable platform and in person.
8. 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.
9. 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.
10. 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.
11. 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.

Members September 2024:

SCEP Chair: Kath Page, Southampton Music Hub Manager, Southampton and IOW Music Hubs, Solent University, Southampton Music Trust

Matthew Brombley, Development and Inclusion Manager, Southampton and IOW Music Hubs, Solent University, Southampton Music Trust

Lynne Dick, Head of Programme (Engagement and Learning), John Hansard Gallery, University of Southampton

Kristianne Drake, Director, in Focus Education and Development

Louise Govier, CEO, Artswork

Patrick O'Sullivan, Head of Creative Learning, Mayflower & MAST Theatre

Observers:

- Samantha Cairns, SCEP Lead
- Louise Coysh, Associate Director (Arts & Culture), University of Southampton