



## TENDER

### **Southampton Cultural Education Partnership (SCEP) SCEP Lead, Programme Management 2025 - 26**

**Timescale:** May 2025 to July 2026

**Budget:** Up to £6,000.00 inclusive of VAT

**Tender deadline:** Friday 21 March 2025

**Interview dates:** In-person interviews on Tuesday 1 April or Friday 4 April 2025, 10.30 – 1pm at a central Southampton venue.

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

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.

#### **About Southampton Cultural Education Partnership**

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 with a range of services. SCEP members range from individuals, 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. SCEP holds a termly Members meeting to share information and expertise, held either in-person or online.

The 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.

The [University of Southampton](#) hosts the SCEP providing the secretariat (administration, convening, finance, policies inc. GDPR and Safeguarding, communications and advocacy work) and management for freelance contractors.

## **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

## **The Contract**

This contract is for the SCEPT Lead, who will support the development of the SCEPT as a sustainable, strategic network and the development projects linked to the SCEPT strategic priorities.

## **Responsibilities**

Reporting to the SCEPT Chair and Associate Director, Arts & Culture, University of Southampton, the SCEPT host organisation:

- To manage and monitor the day-to-day delivery of the SCEPT network
- To programme and manage the 6 SCEPT Steering Group meetings and 3 Members meetings a year
- In liaison with the SCEPT Chair and University's SCEPT Coordinator (who provides secretariat services) arrange meetings, preparing and distributing papers
- In liaison with SCEPT Coordinator, oversee delivery of the SCEPT communications activity via its channels (e.g. Website, Instagram, LinkedIn) to effectively advocate for and promote the SCEPT and its members activity, and manage the SCEPT newsletter
- To represent the SCEPT in Southampton networks including Young Southampton, and in public health, education and culture forums
- To embed Youth Voice into the SCEPT governance and practices
- To deliver SCEPT strategic priorities and support Steering Group members to devise detailed project plans that deliver within budget, against agreed objectives and outcomes. For example, current projects include piloting a collaborative cultural work experience offer for Southampton's young people and testing a model to improve pathways and progression to cultural activity.

## **University Procedures must be compiled with**

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

### **Essential Skills and Experience**

- Experience of supporting and coordinating collaborative committees, partnerships or networks
- Understanding of partnership development and collaborative models of governance and leadership
- Experience of working with diverse groups and individuals
- Strong understanding of Southampton and the education and cultural policy context
- Knowledge and understanding of education and cultural agendas and social justice as they relate to children and young people
- Ability to organise work priorities, work independently and collaboratively
- Ability to write a SMART action plan
- Excellent written and verbal communication skills including public speaking and presenting
- Confident, with good interpersonal and networking skills
- Ability to work in Southampton as required

### **Desirable Skills and Experience**

- Embedded within and/or knowledge of Southampton cultural and education networks

### **How to submit your tender**

You are welcome to submit your tender application in written, audio or video format. Maximum 1,000 words or 9 minutes of audio or video.

If you would like an informal conversation to discuss the scope and nature of the role with Sam Cairns, current SCEP Lead, before you submit, we would be happy to offer you a 15-minute chat. Please email [s.cairns@soton.ac.uk](mailto:s.cairns@soton.ac.uk) with the subject header **SCEP Tender Conversation Request**. Please note: this is not part of the appointment process.

To tender for this contract, please supply:

- Why you want to provide services to SCEP and what motivates you to do so
- How you would deliver the responsibilities. Breakdown of days and costs, specifying day rate, against the planned work including VAT and expenses
- Evidence of relevant work, skills and experience
- Your CV
- 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 Friday 21 March.

Please email files to [scep@soton.ac.uk](mailto:scep@soton.ac.uk) with subject '**SCEP Tender**'.

### **Useful Information:**

- **The deadline for applications is end of day on Friday 21 March.** We won't accept late tenders. All tenders will be acknowledged with an email, so if you don't receive an acknowledgement, assume we haven't received it and contact us.
- We will let you know by **27 March** if we are offering you an interview.
- Interviews will take place the week **31 March**. They will be at a central Southampton venue.
- We'd like the successful person to start with an induction as soon as possible.
- We are flexible about when work is delivered. The current SCEP Lead often works half days or a few hours each weekday.
- The successful contractor will need to register as a University of Southampton (UoS) supplier and will need to provide details of their professional indemnity and public liability insurance.

SCEP strives to be an inclusive partnership where we can all be ourselves. We're committed to diversity and we're keen to contract with someone who'll add to the diversity of our team. We particularly encourage responses to this opportunity from professionals who are underrepresented in the cultural and education sectors. For more info about who is under-represented see <https://www.artscouncil.org.uk/our-data/diversity-data>.

### **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.

### **How we recruit (so you know what to expect)**

- There will be a tender panel of at least three people.
- The panel will score your tender according to the 'Essential and desirable skills and experience' section of the tender. Read this carefully.
- Tenders that meet the skills and experience required to fulfil the contract's criteria will be invited to a short interview.

### **If you're offered an interview:**

We really want to get a sense of who you are at interview and we understand nerves can get in the way. To help, we'll email you the interview questions one hour before your interview, to give you some time to think through your answers. We aren't expecting 'presentations' and we'd encourage you not to read from notes, we just want to give ourselves the best chance of seeing what you're capable of and you the best chance of feeling like you've done your best.

**Further questions?** If you have any questions about the tender or the application process, please feel free to ask. Please email [scep@soton.ac.uk](mailto:scep@soton.ac.uk) or email a link to an

audio/video file and provide a contact telephone number. Please note it may take us a few days to respond to queries as we do not work full-time. We cannot give you advice about what to write in your tender.

**Thank you for your interest**