

Role Description

The Role:	Regional Officer (Lead Creative Schools Scheme)
Salary Grade:	C
Reference number:	
Team:	ACLP
Reporting to:	Regional Lead (ACLP)
Location:	Based in one of four education consortia regions

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. Its members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We're ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

Our values

At the Arts Council of Wales our values are at the heart of everything we do – our culture, how we operate and how we work together to achieve our goals. We're fully committed to creating a culture in which the talents of our staff are recognised, respected and developed. We are keen to recruit people who can demonstrate that they'll uphold our values and contribute positively to our organisation.

Our values help us in our ambition to be:

expert	effective	creative	collaborative	open	accountable
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About this role

The Welsh Government and Arts Council of Wales are collaborating on a major project to enhance the quality of creative learning in Wales' schools. An ambitious programme of activity has been set out in an **Arts and Creative Learning Plan**.

The Plan sets out a joint implementation strategy that enables the Arts Council and Welsh Government to work together to implement the recommendations contained in the Arts in Education review report (Smith 2013). The post holder will play an important role in supporting the Programme Manager in the implementation of those recommendations. The key activities involved in this are summarised below.

There are two main strands to the Arts and Creative Learning Plan:

- The Lead Creative Schools Scheme
- The All-Wales Arts and Education Offer

The **Lead Creative Schools Scheme** will be an application driven initiative that supports schools over a minimum of two years to bring about learning improvements. It is anticipated that by the end of five years over a third of schools will have participated in this part of the programme.

Delivery of the Scheme will be organised around the geographical areas represented by the 4 regional education consortia. Schools participating in the Scheme will be allocated a specially trained creative professional who, in collaboration with the regional consortium, will work with the school to develop a programme which will address identified priorities.

The schools applying to be Lead Creative Schools will identify key issues they wish to address through a creative approach to teaching and learning. Schools accepted into the Scheme will be allocated a specially trained creative professional/artist/arts or heritage organisation that will play the role of '**Creative Agent**'. The Creative Agent will work with them to develop a project or programme of work which will address the identified priorities. Other artists and creative practitioners will be involved in the actual delivery of the project.

The scheme will be supported by an extensive bespoke training programme. A cohort of trainers in Wales will be trained over the first two years to deliver the training for teachers, creative professionals, arts champions and arts and heritage organisations.

The **All-Wales Arts and Education Programme** is designed to build on, and enhance, existing activity. The Programme is underpinned by a number of strands of activity, including:

- Improved communication of what is on offer, addressed by a new **arts and creative learning portal**. This will be established and hosted on Hwb, the Welsh Government's all-Wales learning platform
- improved routes for **support and progression for our more able and talented learners**
- improved advice on **careers in the arts and creative industries** so that learners are aware of the opportunities available and the skills required
- improved **teacher training**
- an ESTYN led **review of arts in schools**
- an **Experiencing the Arts Fund**

The **Experiencing the Arts Fund** will encourage schools to provide children and young people with opportunities to 'go one step further' in their exploration of cultural and arts experiences. This fund can be drawn on to support visits to venues such as galleries and theatres in order to enrich learning in the classroom, or used to support new and innovative collaboration between schools and arts and cultural organisations. In all cases, schools will be expected to demonstrate how the activity contributes to and enriches learning and offers learners something new and stimulating.

DBS Disclosure will be requested in the event of an individual being offered the position.

Principal responsibilities

1. **Governance** – Supports the Regional Lead as required and attends meetings with partners and stakeholders involved in delivering the Arts and Creative Learning Plan.
2. **Policy** – Works with the Regional Lead to attend meetings and conversations related to the Arts and Creative Learning Plan in Wales.
 - Supports the delivery of our Equalities strategy.
3. **Expertise** – provides support to the Regional Lead to assist with:
 - The delivery of the Lead Creative Schools Scheme at a regional level

- Supporting the Regional Lead with monitoring, evaluation and reporting within a project environment
4. **Project delivery** – organises and communicates the delivery of tasks and projects (either individually or as a member of a team) that are associated with the Lead Creative Schools Scheme alongside the Regional Lead.
- Assist the Regional Lead in organising activities in the designated area and assist in the implementation of work programmes, projects and initiatives in line with organisational objectives.
 - Provide support and assistance to the Regional Lead to undertake quality assurance and monitoring of the Lead Creative Schools Scheme in a given region.
 - Support the evaluation of the Lead Creative Schools Scheme in a given area, including supporting and assisting the Regional Lead with the assessment of applications, matching Creative Agents to schools, collating programme documents from schools.
 - To assist in organising regional activity including events, workshops, projects and commissions, seeking advice where appropriate.
 - To provide practical and administrative support for the coordination of a local research programme that will feed into the national Lead Creative Schools evaluation.
 - Collation of database information including stakeholder information, collation of monitoring and evaluation materials and provide support with project administration.
5. **Advice and information** – supporting the project objectives by liaising with internal and external partners by:
- Responding to requests for help regarding the Lead Creative Schools Scheme
 - Providing information and guidance to schools, artists and arts organisations on all aspects of the Lead Creative Schools Scheme
 - Preparing and disseminating information

- Liaising with internal communications and the Hwb portal lead to ensure project information is relayed to stakeholders and partners.
6. **Engagement** – supports the Regional Lead in developing positive and collaborative relationships with artists, arts organisations, education and relevant partners
 7. **Progress and standards**– assists the Regional Lead in delivery of the Lead Creative Schools Scheme to ensure that progress is tracked, delivery is appropriate and timely and to the required standard.
 8. **Advocacy** – Support promotion of the Arts and Creative Learning Plan as a whole and the activities that it is designed to encourage
 9. **Partnerships and Relationship Management**
 - Assists the Regional Lead with the development of internal and external stakeholder networks.
 - Effectively support and work collaboratively with teams across Wales to reach a shared goal.
 - Assists in developing relationships with schools in the relevant regional area.
 - Assists in developing close working relationships with the Regional Education Consortia and their teams.
 - Works closely with the regional arts and education network to share and communicate examples of best practice.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in arts, education and creative learning a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward-looking organisation. We look to our staff to work collaboratively with each other to ensure that we're efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they'll have developed good organisational skills. So we're particularly interested in staff who have the ability to work imaginatively and flexibly

to tackle the challenges that they'll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes:

Knowledge

1. A passion for the arts and education as well as the vision to support initiatives that advance the Arts and Creative learning plan.
2. A knowledge of project management techniques.
3. A knowledge of Arts and Education practices in Wales.
4. A thorough understanding of equalities issues and their practical application to the Arts Council's work.
5. Competent IT and administrative skills.

Experience

6. An arts or education degree and/or 3 years professional experience in a relevant field of activity within the arts or education.
7. Experience of communicating and working to support projects with Education, Arts and/or creative learning.
8. Experience of supporting events, meetings and project related activity.
9. Experience of working in an environment with multiple partners and stakeholders.
10. Some knowledge of financial and business issues.
11. Experience of collating, co-ordinating and disseminating information within a project environment.
12. Managing databases, systems and collating stakeholder information and demonstrable experience of providing high quality administrative services and

support.

Attributes

13. Capable of keeping up to date with new policies and initiatives in the region and suggesting improvements.
14. The ability to communicate facts and knowledge relating to detailed requests and improvements.
15. Outcome orientated and the ability to work on own initiative and work effectively under pressure.
16. Good spoken and written communication skills and the ability to support and maintain relationships both internally and externally.
17. Confident authoritative and well organised, the ability to communicate clearly with tact and diplomacy.
18. Commitment to high standards of customer care.
19. The ability, on occasions, to travel throughout Wales and the UK.
20. The willingness, when the need arises, to work unsocial hours.
21. Fluency in Welsh (both written and spoken) is not essential for this post, but it is highly desirable. We are aiming for at least one post in each of the four regions to be fluent in Welsh.