

Freelance Programme Manager

Camden Spark

Brief containing description and person specification

Fee: £250 per day for 40 days (to include all relevant expenses).

Duration: April – Oct 2024 (excluding school summer holidays).

Place of work: Flexible, remote working with the necessity to deliver face-to-face events and attend charity meetings in Camden, London

Introduction to the role

Are you a self-starter experienced in cultural education management and development? Do you have experience of working with senior staff and teachers in schools and with cultural education practitioners in cultural organisations to develop their cultural learning offer? Can you write compelling copy and run engaging events? Do you have a keen interest in charity planning and governance?

If you can answer 'yes' to at least three of these four questions, we want to hear from you! We're looking for a Freelance Programme Manager to support Camden Spark to achieve its strategic and operational aims.

What is Camden Spark?

Camden Spark's vision is for all children and young people living and being educated in Camden to benefit from an excellent cultural education and have access to the fantastic creative assets of Camden and London.

Our aims are:

- To give all children and young people living, or being educated, in Camden the capacity to access the breadth of high-quality cultural and creative experiences around them so that they can progress in their lives.
- To support children and young people to develop their talents and interests to progress into further education, higher education and employment.
- To lead the conversation on the importance of cultural and creative education for all young people in Camden.

Camden Spark has been awarded funding from a corporate supporter to undertake programme activity and support its ongoing sustainability.

Camden Spark is the borough's Local Cultural Education Partnership (LCEP), an Arts Council England initiative to bring together schools and their local cultural organisations. Camden Spark started as the Camden Cultural Commissioning Model in 2012, becoming an independent organisation in September 2015, and a Charitable Incorporated Organisation in March 2017. A board of trustees drawn from the borough's schools, universities, cultural organisations, Music Hub, Camden Council and Camden Learning leads the organisation. We work closely with other sector support organisations to secure a strong cultural education offer for the borough's children and young people. We are a proud member of the Knowledge Quarter.

Role description

Reporting to the Chair and working alongside Trustees and the Development Consultant, the role will involve working across three live projects, in addition to supporting the ongoing operations of Camden Spark. A full outline of work will be agreed prior to commencement of the role.

Responsibilities and duties will include:

- Write and send out minimum of 3 e-newsletters
- Organise and facilitate 3 x half termly events
- Report to Board and Working Groups
- Following up actions and taking and circulating minutes from meetings
- Engaging with youth groups and young people
- Recruitment of young people for focus groups
- Project Research and planning
- Project Facilitation
- Project Evaluation

Person specification

Knowledge and expertise	● Cultural and creative learning approaches and impacts.	E	A, I
	● Working with senior and teaching staff and governors in state-maintained schools.	E	A, I
	● Working with cultural education practitioners and managers in cultural organisations.	E	A, I
	● Developing and maintaining relationships with organisations and individuals.	E	A, I
	● Communications, including print-based, online and media liaison.	E	A, I
	● Charity governance and operational planning.	D	A, I
	● Project management qualification.	D	A
Skills	● Writing copy and designing publications	E	A, I
	● Communications	E	A, I
	● Events management	E	A, I
	● Project management	E	A, I
	● Budgets	E	A, I
	● Writing minutes	E	A
	● Creative	E	A, I
	● Ability to work under minimal direction	E	A, I
Other	● A commitment to advancing diversity, equity, inclusion and social justice.	E	A, I

Key: E = Essential, D = Desirable, A = Application, I = Interview

Applying for this role

To apply for this role, please send a CV and describe either in a covering letter (of no more than 2 sides of A4) or with a voice note or video (of no longer than 2 minutes) how your experience, knowledge and skills would enable you to undertake the role effectively.

Please also fill in the [Equal Opportunities Monitoring Information](#).

Equality Diversity and Inclusion Statement: Camden Spark is committed to recruiting a workforce that is as diverse as the communities we serve. However you identify, and whatever background you bring with you, we welcome you to apply for a role at Camden Spark.

If there are any adjustments that would help support you in your application, please do let us know when you apply and we will try our utmost to accommodate you.

Deadline for applications: **Wednesday 10 April 2024 at 5pm.**

Please email all completed applications to richard@camdenspark.com

Recruitment Process:

All enquiries regarding this role should be directed to Richard Harrison, Chair of Trustees, via the email address above.

Interviews will be held on **Wednesday 24 April** via Zoom.

If selected for interview, all candidates will receive the interview questions ahead of time in order to prepare. A short presentation may be included as part of the process.