



CLAYSCHOOL PARTNERSHIP MANAGER

BACKGROUND

BRITISH CERAMICS BIENNIAL (BCB) stages its fifth festival in Stoke-on-Trent from 23 September – 5 November 2017, celebrating the best in contemporary ceramics in the heart of The Potteries. Planning for this year's Festival is currently underway and the full Partnership has been announced (see www.britishceramicsbiennial.com).

BCB'S CLAYSCHOOL PARTNERSHIP

Ceramics forms Stoke-on-Trent's DNA, the area is known the world over as 'the Potteries'. The City proud of its heritage claims the title "World Capital of Ceramics" in this it recognises that it is not simply describing the historical position of the city as the place of a concentration of ceramics manufacturing, but is making a statement of intent, a forward facing vision of being at the forefront of a global ambition to be a Centre of Excellence for Contemporary Ceramics. A credible centre of excellence relies on a healthy balanced ecology, with ceramics thriving in the industry, education and community sectors permeating across the cultural experience and profile of the city.

However ceramics in the classroom is in decline, even in the city of ceramics. The Clay Foundation is launching the Clay School Partnership as part of its campaign to secure the future of ceramics education in Stoke on Trent. The Clay Foundation wants to support opportunities for arts and culture to be at the heart of current education within formal learning settings, revitalize learning with hands-on experiences, led by inspirational artists and makers and stimulate the take up of GCSE's in art, craft and design and technology.

The Clay Foundation wants to support Stoke-on-Trent schools to lead the way, - this in a city with low educational attainment and low rates of cultural participation – to become the creative city that celebrates arts and culture in school education not systematically take creativity out of the classroom.

The CLAY School Partnership is an ambitious initiative with serious intent; the CLAY School partnership will become a beacon, a national Partnership that demonstrates the importance of hands on arts and cultural education. The CLAY School partnership will engage with every school in Stoke-on-Trent over the next five years.

Feedback back from teachers;

“Your ceramics Partnership has had a huge impact on the work I do with our pupils. And the CPD has given me the confidence to try new things. The children and staff enjoyed it enormously too!”

Deputy Head Teacher, Watermill Special School, Stoke on Trent

“I will feel more confident in using what I have learnt without feeling silly and there is a lot we could use in areas of work within our school.” Year 4 Teacher, Oakhill Primary School, Stoke on Trent

“It will benefit all our children who do not have the opportunity to use clay or know a lot about their heritage of Stoke on Trent. It will make the pupils more aware of our local area and understand how art can be used and seen in lots of different ways.” Head of Art, Thistley Hough Academy, Stoke on Trent.

The CLAYSCHOOL Partnership has been awarded funding from Arts Connect, the bridge organisation for the West Midlands, to support the establishment of the Partnership 2017-18.

DUTIES AND RESPONSIBILITIES

- To act as the public face of the CLAYSCHOOL Partnership, its first point of contact
- To deliver CLAYSCHOOL Partnership programme as directed by BCB Directors
- To undertake the development of the CLAYSCHOOL Partnership.
- To liaise with BCB's Marketing Manager around communications, social media and marketing support
- To devise and oversee the design and print of support materials in collaboration with BCB Marketing team
- To organise events (CPD sessions, seminars and conferences as appropriate
- To undertake national profile activity within education and ceramics sectors
- To service the CLAYSCHOOL Partnership Advisory Group
- To oversee logistical arrangements relating to the Partnership
- To manage trainees/interns and volunteers to support the Partnership
- To attend meetings/ participate in seminars, working groups and national conferences
- To identify all materials and resources required for the Partnership
- To oversee budgetary control of the Partnership working with the Executive Director and BCB's book-keeper
- To initiate the youth voice strand of the Partnership
- To act as a mentor under the associated Artist in Training Partnership (AITP) scheme.
- To work with BCB Executive, Board and Fundraising Consultants to devise strategic and relevant materials for income generation from Schools/FE and HE, industry and Trusts & Foundations.

- To devise and fine-tune the various packages within the CLAYSCHOOL Partnership – including bespoke school consultancy and support to enable progression
- To continue to encourage schools' membership and deliver appropriate benefits
- To devise feedback mechanisms with schools and if appropriate to necessary steps to amend Partnership in line with feed-back
- To liaise with CLAYSCHOOL Partnership Funders and stakeholders to ensure compliance against funding terms and conditions, to provide data and information for regular and monitoring returns and evaluation methodologies
- To work with partners to plan, deliver and monitor the Partnership against agreed budget allocations.
- To design and undertake continuous evaluation of the Partnership
- To identify other potential funds, or funding models - should these arise through the course of meetings and discussions with partners and stakeholders.
- To work towards the sustainability of the Partnership.
- To ensure that necessary legislation is observed in the delivery of the Partnership (DBS, H&S, CRB, risk assessment and DDA compliance).
- To work with the other BCB team members when appropriate.
- To represent BCB to the public, participants, press and partners.
- To report regularly to the BCB Senior Management Team.
- To undertake any other appropriate tasks as required by the BCB Senior Management team.

PERSON SPECIFICATION

REQUIREMENTS

- At least three years experience within an education setting (whether a school, informal education or education service in a cultural organisation), ideally
- Experience of working within the visual arts/ cultural sector, either for or with an arts/cultural organisation.
- Experience or a keen interest in visual arts / culture – if possible in ceramics.
- Ability to communicate with a variety of audiences: children and teachers; school governors; BCB staff; journalists; artists; customers.
- Ability to directly deliver sessions in schools, with teachers
- Understanding of Health & Safety and safeguarding requirements for children and schools.
- Ability to plan and manage own workload.
- Ability to deliver work on time/good time-management skills.
- Experience using Microsoft Word, Excel and using social media.
- Able to think on one's feet.
- Full, clean driving license

Timescale We would hope that the successful applicant could begin work in August/September 2017.

This contract runs initially until 31 March 2018. For this work a fee of £12000 will be payable (ie a day rate of £120). The appointee will be paid on a freelance basis, upon the submission of monthly invoices. The fee is inclusive of VAT and costs.

Appropriate travelling expenses will be paid for this role as it entails frequent travel across the city. The appointee will be responsible for her/his own tax and NI arrangements. We anticipate that this role equates to some 110 working days across this period, with particularly intense periods during the festival itself.

Thereafter, after a successful probationary period, and dependent upon successful outcomes to our fundraising activity both around securing the Partnership and our National Portfolio Organisation bid to ACE (which we will hear whether we have been successful on 27 June), the aim is to upgrade the position to a full-time role, on a PAYE basis, with a salary of £24,000 per annum.

Location Stoke-on-Trent – at the BCB Studio on Spode, in BCB’s office on Staffordshire University’s Stoke campus.

This role is offered on a freelance, self-employed basis. The successful applicant will be responsible for their own tax and National Insurance arrangements.

Applicants are asked to send a full CV, together with an outline of their specific qualifications for the role and what they feel they would bring to the British Ceramics Biennial and the BCB team – **please respond to each point on the person specification (attached) in the order listed.**

Please submit your application by: **Monday 24 July at 5pm, to:**

Iain Cartwright, Executive Director at: iain@britishceramicsbiennial.com

or BCB Ltd, Room L416, Flaxman Building, Staffordshire University, College Road, Stoke-on-Trent ST4 2DE.

Any queries should be directed to Katie Leonard, ClaySchool Development Director on: katie@britishceramicsbiennial.com / 07814 877021

We intend to interview during the week commencing 31 July. Please indicate dates when you will be unavailable for interview over this period.

AND PLEASE INDICATE DATES WHEN YOU WILL BE UNAVAILABLE TO WORK DURING THE PROPOSED CONTRACT PERIOD. www.britishceramicsbiennial.com