



Stoke-on-Trent and North Staffordshire Cultural Education Partnership (CEP)

Chair – Role Description

Closing Date for Expressions of Interest: Friday 7th August – 12 noon

We are a growing movement of arts, cultural and heritage organisations, educators, individuals, business and communities who collectively work together to ensure ALL children and young people aged 0 to 25 years, have access to high quality arts and cultural opportunities. More and more people are advocating for arts in education, with real recognition that creative thinking is needed for an ever-changing jobs market, environmental challenges, community building, challenging divisions and supporting positive well-being. The group is looking for a Chair to lead the CEP in its next stage of development as a strategic group for the locality.

For further information: www.stokecep.co.uk / www.artsconnect.co.uk/what-were-doing/local-cultural-education-partnerships/

Our Vision

We are working together across Stoke-on-Trent and North Staffordshire to ensure that the opportunity to participate, achieve and succeed in vibrant high-quality arts and cultural education becomes a normal expectation for children and young people aged 0 to 25.

Our Aims

We will work together to achieve the following aims:

- Develop a shared effective communication approach that profiles publicly the universal and targeted strategic arts and cultural offer for children and young people
- Build strong partnerships with the education sector in the local area so that schools and education settings are active participants and drivers in providing opportunities that demonstrate the value of arts and culture to children and young people, parents and carers, local government and the wider community
- Ensure that children's and young people's voices inform the development of arts, culture and heritage across Stoke-on-Trent and North Staffordshire
- Provide high quality resources, advice and guidance around the arts, culture and heritage sectors to ensure access and progression at all ages, to raise aspiration, provide role models, and career opportunities such as work experience/placements, internships and apprenticeships
- Work with existing partners, and develop new partnerships, to ensure progression routes for children and young people into FE, HE, and the creative industries

Role and Responsibilities:

- To Chair the CEP monthly and quarterly meetings in line with the agreed agendas
- Be an advocate for the CEP attending other relevant local, regional and national meetings, networks and events as required
- Lead the CEP strategically to achieve its vision, aims and objectives as agreed
- Monitor and develop the strategic progress of the CEP

- Mediate and support the decision-making process with the Vice Chair and Core Group
- Provide leadership to the CEP and support the Vice Chair to take on the Chair role when appropriate
- Ensure reporting to funders and stakeholders is completed as required
- Lead on setting out a 3-year strategic plan for the group, supported by Stoke Creates
- Join the Stoke Creates board and represent the CEP strategically at meetings as required
- Ensure CEP decision making and communication is open and transparent to the membership
- To work in partnership with Arts Connect and attend any meetings, training and events as required representing the CEP regionally and national

Person Specification:

- Have experience of working in the arts*, cultural*, heritage and/or education sector (formal and/or non-formal)
- Be passionate about the role that arts, culture and heritage plays in society
- Be committed to providing high quality opportunities for children and young people (0-25 years) to engage in arts, culture and heritage
- Be a skilled and experienced facilitator/chair
- Be independent and objective
- Be able to manage conflict
- Be a comfortable and effective communicator at all levels
- Experience of overseeing budgets
- Experience of funding applications and the process
- Experience of strategic project planning, management and delivery
- Experience in developing cross sector partnerships to create change and impact for children and young people

**Definition of 'arts and culture' includes a broad range of the arts including (but not limited to) visual art, craft, design, digital, film, technology, music, theatre, dance, creative writing, architecture; and culture in the broadest sense including heritage, archives, libraries, nature and outdoor spaces.*

Time Expectation:

2-5 days per month including attendance of Stoke CEP executive team meetings
The initial period of office will be for three years.

Remuneration:

This is a voluntary role; however reasonable travel costs and expenses will be reimbursed.

How to Apply:

For any informal enquiries about the Chair role please contact Nicky Twemlow, current Chair of Stoke-on-Trent & North Staffordshire CEP via email: hello@stokecep.co.uk

If you are interested in this role please e-mail an expression of interest and refer to our values statement (see attached) addressing the skills you will bring to the Chair role outlined above (no more than 500 words) plus a current CV of no more than 2 sides of A4 for the attention of Nicky Twemlow via the following email address: hello@stokecep.co.uk

Selection will be carried out by Arts Connect, the current Chair of the CEP and one existing CEP Core Team Member. **Interviews will take place the week beginning 17th August.**

You will be notified by Friday 28th August to start in September in time to join the CEP executive meeting on Thursday 17th September 3-5pm.