



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

Vice-Chair – Role Description

Closing Date for Expressions of Interest: Friday 21st May at 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 Vice-Chair to support the Chair and the CEP core team 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/

How to Apply:

[For any informal enquiries about the Chair role please contact Natalie Armitage, current Chair of Stoke-on-Trent & North Staffordshire CEP via email: \[nat@stokecep.co.uk\]\(mailto:nat@stokecep.co.uk\)](#)

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 Vice 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 Natalie Armitage via the following email address: nat@stokecep.co.uk

Selection will be carried out by Arts Connect, the current Chair of the CEP and one Stoke Creates board Member.

Vice Chair Role Description:

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 in 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, 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

- Assist the Chair at CEP monthly and quarterly meetings in line with the agreed agenda, deputising when the Chair is not available
- Be an advocate for the CEP attending other local, regional and national meetings, networks and events as required
- Provide support and assist the Chair to lead the CEP strategically to achieve its vision, aims and objectives as agreed
- Support the Chair to monitor the strategic progress of the CEP
- Mediate and support the Chair in the decision-making process with the Core Group and members
- Provide leadership support to the Chair and CEP in preparation for taking on the Chair role when appropriate
- Support and assist the Chair to ensure reporting to funders and stakeholders is completed as required
- Work in partnership with the Chair on setting out a 3-year strategic plan for the group, supported by Stoke Creates
- 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 nationally

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 a comfortable and effective communicator at all levels
- Experience of overseeing budgets
- Experience of funding applications and the process
- Experience of managing conflict
- Experience of strategic project planning, management and delivery
- Experience in developing cross sector partnerships to create change and impact for children and young people

Time expectation

2-5 days per month

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.

**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.*

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Selection will be carried out by Arts Connect, the current Chair of the CEP and one Stoke Creates board Member. Shortlisting and interview dates TBC upon receipt of application.

You will be notified by Saturday 22 May to start in time to join the CEP executive team meeting on Tuesday 25 May 3.30-5pm on Zoom.