Dear Applicant

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Growing Together

**RE: Delight Arts Programme Coordinator**

Thank you for expressing an interest in this position. This is an excellent time to join Delight a young and vibrant charity.

Please read the information enclosed, and background information on our website, and email a CV and covering letter to: [kathryn@delightcharity.org.uk](mailto:kathryn@delightcharity.org.uk). Please submit your application as soon as possible, and **no later than 10am on Friday 23rd June 2017.**

The following items are enclosed:

* Job description and outline terms and conditions
* Person specification

**Shortlisted candidates will be contacted by Tuesday 27th June 2017. Interviews will be held Monday 3rd July 2017.**

Further information about Delight is available on our website at www.delightcharity.org.uk

Yours sincerely,

**Kathryn Mills**

**CEO**

**Job Description**

**Job title: Delight Arts Programme Coordinator**

**Reporting to: CEO**

**Responsible for: Management of 3 literacy intervention programmes, school engagement, teacher engagment, arts partner engagement, reporting and evaluation.**

**Role**

This is a 3 months fixed term position working 15 hours a week, during school term time, with the possibility of extension if the funding becomes available. The position starts in September.

The post holder will manage the Delight Arts Programmes for the organisation. The arts programmes use intensive immersive arts experiences to increase the literacy outcomes of disadvantaged primary aged children.

In carrying out the responsibilities of this job the post-holder will be expected to be aware of the ethos and aspirational vision of the charity. The post-holder will develop and maintain good communication with the CEO, other staff, the community and will develop constructive relationships with other agencies and professionals.

The role is located in our offices in Caterham, Surrey. It is possible that there will be an office move to Redhill in November. Travel around Surrey to partner schools and arts partners will be required.

**Responsibilities**

The key purpose of this role is to implement the Delight ArtsProgrammes at our 10 partner primary schools. The post holder will also work with the CEO to create and develop further arts programmes.

The role will include the following responsibilities:

* Delivering Delight Inset sessions to teachers
* Coordinating teacher CPD creative art sessions
* Organising and attending set up meetings with classroom teachers
* Liaising with arts organisations
* Working with schools and arts organisations to schedule arts programme timings
* Supporting children’s final celebrations.
* Oversee the implementation of Discover Arts Award
* Managing Arts Programmes resource budgets
* Organising resources for each programme
* Coordinating the tracking of participating pupil premium children across the schools
* Monitoring each art programme throughout the set up and delivery
* Arranging evaluation meetings with teachers involved
* Creating online questionnaires for children participating in each Arts Programme
* Writing end of year report for funders, potential partners, volunteers and other stakeholders.
* Offering practical support to both arts organisations and schools throughout the delivery of each arts programme.
* Developing a programme strategy for supporting schools.
* Representing Delight to external audiences, including funders, policy and decision makers and other national non-government organisations

**Relationships**

**Key internal relationships**

* CEO
* Delight in Learning Coordinator
* Delight Operations Manager
* Business fundraiser

**External**

* Partner supported schools
* Partner arts organisations
* External suppliers
* Agencies
* Community of supporters
* Funding bodies

**External**

**Terms and conditions**

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| --- |
| Salary £6,000 per annum |
| Probation period 2 months |
| Working hours 15hrs per week/ term time |
| Place of work Caterham, Surrey |

**Person Specification**

|  |  |
| --- | --- |
| **Essential** | Desirable |
| Qualifications | |
|  | Degree or post graduate degree  Degree in education or arts |
| **Experience** | |
| Experience in programme or project development, design, delivery and management.  Experience in the development and management of arts programmes  Experience in developing and managing partnerships.  Experience in managing project budgets | Experience in delivering Inset training  Experience in working with hard to reach communities  Experience of working with primary aged children  Experience of working with primary school teachers  Experience of managing Arts Award  Experience in writing evaluation reports |
| **Knowledge** | |
| Knowledge of arts in education in the UK  Knowledge of primary literacy teaching in the UK.  Knowledge of issues relating to poverty and marginalized communities | Knowledge of delivering Discover Arts Award |
| **Skills and Abilities** | |
| Excellent communication skills, both verbal and written  Ability and willingness to travel independently across Surrey  Ability to contribute to funding applications  Ability to manage project budgets  Problem-solving and creative thinking | Demonstrable networking and representation skills |
| Ability to work on own initiative and manage workloads |  |
| IT literate |  |
| Values and Style |  |
| Positive, Open minded, Can do attitude  Importance of arts and books in education  Sympathetic to the challenges of marginalised communities |  |

**Please send a CV and covering letter to** [**kathyn@delightcharity.org.uk**](mailto:kathyn@delightcharity.org.uk)

**Application deadline 10am Friday 23rd June 2017**