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Email: kathryn@delightcharity.org.uk
Web: www.delightcharity.org.uk

Dear Applicant

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 Please submit your application as soon as possible, and **no later than 5pm on Monday 3rd December 2018.**

The following items are enclosed:

- Job description and outline terms and conditions
- Person specification

Shortlisted candidates will be contacted by Thursday 6th December 2018. Interviews will be held Monday 10th December 2018.

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:	Delight Arts Programme Lead
Responsible for:	Management of 2 theatre programmes, school engagement, teacher engagement, arts partner engagement, reporting and evaluation.

Role

This is a 6 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 on the 3rd January 2019.

The post holder will manage the 2 Delight Arts Programmes for the organisation. The arts programmes use immersive arts experiences to increase the social, academic and artistic outcomes of children living in socio-economically disadvantaged communities.

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 Delight Arts programme Coordinator 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. Travel around Surrey to partner schools and arts partners will be required and is a large part of the role.

Responsibilities

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

The role will include the following responsibilities:

- Coordinating and Delivering Delight CPD sessions to teachers
- Organising and attending set up meetings with classroom teachers
- Liaising with partner 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 children
- Monitoring art programme content throughout the set up and delivery
- Arranging evaluation meetings with teachers involved
- Creating online evaluation 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.
- Representing Delight to external audiences, including funders, policy and decision makers and other national non-government organisations

Relationships

Key internal relationships

- Delight Arts Programme Lead
- CEO
- Delight in Reading Coordinator
- Fundraiser
- Administrator

External

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

External

Terms and conditions

Salary	£20,800 (pro rate full time) Actual £3,900
Probation period	2 months
Working hours	15hrs per week/ term time/26 weeks
Place of work	Caterham, Surrey

Person Specification

Essential	Desirable
<u>Qualifications</u>	
	Degree in education or the arts
<u>Experience</u>	
<p>Experience in programme or project development, design, delivery and management</p> <p>Experience in the development and management of arts programmes</p> <p>Experience in developing and managing partnerships</p> <p>Experience in managing project budgets</p> <p>Experience in collating evaluation material and writing evaluation reports</p>	<p>Experience in delivering CPD training</p> <p>Experience in working with hard to reach communities</p> <p>Experience of working with primary aged children</p> <p>Experience of working with primary school teachers</p> <p>Experience of managing Arts Award</p>
<u>Knowledge</u>	
<p>Knowledge of arts in education in the UK</p> <p>Knowledge of primary learning outcomes in the UK</p>	<p>Knowledge of delivering Discover Arts Award</p> <p>Knowledge of issues relating to poverty and marginalized communities</p>
<u>Skills and Abilities</u>	
<p>Excellent communication skills, both verbal and written</p> <p>Ability and willingness to travel independently across Surrey</p> <p>Ability to manage project budgets</p> <p>Solution focused</p> <p>A keen eye for detail</p> <p>Strong team player</p>	<p>Demonstrable networking and representation skills</p>
<p>Ability to work on own initiative and manage workloads</p> <p>IT literate</p>	
<u>Values and Style</u>	
<p>Positive, Open minded, Can do attitude</p> <p>Importance of arts and books in education</p> <p>Sympathetic to the challenges of marginalised communities</p>	

Please send a CV and covering letter to kathyn@delightcharity.org.uk

Application deadline 5pm 3rd December 2018