Project Lead: Creative Learning

Role Description

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| Salary grade: |  | D |
| Reference number: |  | PLCL |
| Team: |  | Arts (Creative Learning) |
| Reporting to: |  | Programme Manager (Creative Learning) |
| Line managing: |  | No line management responsibility |
| Location: |  | Colwyn Bay |
| Travel: |  | Frequent |

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish and where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

The Welsh Government and Arts Council of Wales are collaborating on a major project to enhance the quality of creative learning in Wales’ schools. An ambitious programme of activity has been set out in **Creative Learning through the arts – an action plan for Wales**.

The Plan set out a joint implementation strategy that has enabled the Arts Council and Welsh Government to work together to implement the recommendations contained in the Arts in Education review report (Smith 2013). The programme has been successfully delivered over the last 10 years from 2015 – 2025 and the Welsh Government has agreed to continue to work in partnership with the Arts Council of Wales up to 2028.

The key areas of work that will be delivered during this new phase are:

* Explore
* Experiment
* Extend
* Experiencing the arts

There will be 8 Project Lead roles. Between them they will cover the range of duties described in this job description. We do not anticipate that all eight of these roles will undertake all the duties as described below, rather the postholders will focus on specific duties aligned to their knowledge and skills. Training and professional development will be provided to enhance these were necessary**.**

DBS Disclosure will be requested in the event of an individual being offered the position.

### Principal responsibilities

Governance – supports, as required, and attends steering groups/project groups with Welsh Government, Arts Council of Wales, Regional Education Consortia, Local Authorities and partners delivering Creative Learning Cymru.

Policy – supports the development of policy and strategy, working with the Programme Manager to:

* attend meetings and conversations related to Creative Learning Cymru 2025-28
* contribute a good general understanding of the political and social landscape associated with Arts, Education and Creative Learning both at a regional and national level
* support delivery of our Equalities strategy.

Specialist knowledge – provides co-ordination and support to the Programme Manager, assisting with:

* co-ordinating the delivery of various programme areas
* quality assurance documentation and the work of creative partners and facilitators by implementing agreed approaches
* co-ordinating, monitoring, evaluating and reporting within a project environment in relation to the wider programme of activity, which will include professional learning, Go and See, Have a Go, Curriculum Reform
* keeping abreast of and make links with creative learning initiatives and examples of best practice at a regional, national and international level.

Project delivery – in support of and reporting to the Programme Manager organises, co-ordinates and communicates the delivery of tasks and projects (either individually or as a member of a team) that are associated with the programme:

* identify and develop activities in a designated area and implement work programmes, projects and initiatives as agreed
* work with partners on the implementation, quality assurance and monitoring of programme areas. This will include supporting the delivery of training
* oversee, evaluate and assess the impact and delivery of programme areas including reviewing and working with colleagues to approve programme documents from schools, monitoring and quality assuring the work of creative partners and facilitators, schools and creative practitioners to inform decision making and ongoing quality improvements
* contribute to the coordination of a research programme that will feed into the national evaluation
* help develop and broker projects and collaborations focussed on one or more of the following areas:
* professional learning and pedagogy
* curriculum support
* Experiencing the Arts, Go and See, Have a Go
* draft and monitor contracts and specifications for events, workshops, projects and commissions, seeking legal or other advice where appropriate
* collect information and evidence to inform decision making and priority setting across the programme as a whole
* support with collation and development of database information including stakeholder information, collation of monitoring and evaluation materials and support with project reporting
* ensuring appropriate, timely and effective information is given to the project administrator.

Advice and information – supporting the project objectives by liaising with internal and external partners by:

* responding to requests for help or advice across the programme
* providing information, advice and guidance in resource development to schools, artists and arts organisations on all aspects of the programme
* researching, developing, preparing and disseminating information, including reviewing and revising programme resources and materials
* researching, developing preparing and disseminating information on wider aspects of the programme
* liaising with internal communications, Welsh Government and external partners to ensure project information is relayed to stakeholders and partners
* planning, contributing to, and co-ordination of regional events and meetings with project partners, including training events for teachers, creative partners/facilitators/practitioners and artists.

Engagement – supports the development of positive and collaborative relationships with artists, arts organisations, education and relevant partners. This will include managing small and large contracts.

Progress and standards – support the Programme Manager in delivery of the Programme 2025-2028 to ensure that progress is tracked, delivery is appropriate and timely and to the required standard.

Finance – contributes to the successful implementation of the programme 2025-2028:

* preparing reports, budgets, contracts and funding agreements for approval
* reviewing project budgets
* support the alignment of plan priorities and budget management.

Advocacy – support promotion of Creative Learning Cymru as a whole and the activities that it is designed to encourage.

Partnerships and relationship management – supports the Programme Manager with development of internal and external stakeholder networks which are engaged in the programme – the post holder will be expected to:

* work collaboratively across Wales to reach a shared goal
* develop effective relationships with school leaders and school coordinators across Wales
* develop and maintain a close working relationship with the Regional Education Consortia, Local Authorities and their teams, to ensure implementation of programme of activity informs and is informed by the regional and national plan for professional learning
* supportthe building and maintaining of relationships with partners and stakeholders
* support working in partnership with external consultants and disparate delivery teams.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * A passion for the arts and education as well as the vision to manage and implement initiatives that advance the Creative Learning Cymru programme
* A sound knowledge of project management techniques and quality assurance approaches associated with large scale projects
* A good knowledge of Arts and Education practices in Wales and the existing infrastructures in place
* A thorough understanding of equalities issues and their practical application to the Arts Council’s work
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| **Skills** | * Competent IT and administrative skills
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| **Experience** | * An arts or education degree and/or professional experience in a relevant field of activity within the arts or education
* Proven track record of communicating and working in partnership with Education, Arts and/or creative learning
* Experience of co-ordinating events, meetings and project related activity
* Proven experience of project co-ordination or management
* Experience of monitoring projects or programmes
* Experience of initiating, developing and implementing policy/procedures
* Experience of working in a cross-organisational environment with multiple partners and some experience of matrix working
* A practical working knowledge of financial and business issues
* Experience of collating, co-ordinating and disseminating information within a project environment
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| **Attributes** | * The ability to think logically and strategically in the planning, management and execution of complex projects and tasks
* Outcome orientated, with the ability to work under pressure and the determination to drive tasks through to practical completion
* A commitment to continued professional development, to reflection and supporting others to reflect on their own learning
* The ability to be self‑servicing and to work with a minimum of direct supervision
* Excellent spoken and written communication skills
* A credible and persuasive advocate. Builds and maintains relationships both internally and externally
* The ability and willingness to frequently travel throughout Wales and to work unsocial hours when the need arises
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| **Welsh language** | * Fluency in Welsh (both written and spoken)
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