

Job Description

Job Title:	Transferer Project Co-ordinator
Reporting to:	Learning & Participation Manager

Vision, Mission, and Values

All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.

Our Vision

Making change through clay

Our Mission

To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities

Our Values – The Way We Work

- Bold
- Accountable
- Welcoming
- Significant
- Grounded
- Inclusive
- Connected
- Collaborative

Job Purpose:

Through a proactive and innovative approach, co-ordinate the successful delivery of the Transferer project as laid out in the project plan and funding agreement. Develop, plan and deliver the project meeting budgetary requirements, evaluation and all necessary reporting. Be the key point of contact for the schools to organise key aspects of the project, including delivery of weekly sessions, guest artist sessions and visits.

This project is funded by Paul Hamlyn Foundation's Arts-based Learning Fund. This Fund supports work which enables pupils in formal education settings, particularly those experiencing systemic inequality or disadvantage, to thrive through engagement with high quality, arts-based learning.

Responsibilities:

1. With the Learning & Participation Manager, deliver on the project aims and objectives for Transferer; an innovative new project exploring young people's ability to develop their critical thinking and oracy through clay and ceramics funded by Paul Hamlyn Foundation.
2. Work in collaboration with the schools to plan and deliver weekly sessions in project partner schools in accordance with the Transferer project aims and objectives.
3. Plan and deliver young person-led events, including sharing and CPD sessions at participating schools.
4. Plan and co-ordinate trips and outings in line with the Transferer activity plan.
5. With the Learning & Participation Manager, identify specialist artists and practitioners to bring in throughout the project for the delivery of sessions in accordance with the project outline and objectives.
6. Support disadvantaged children and young people involved in the Transferer project to access the sessions and fully take part in the programme. Accessibility for all young people will be ensured through embedding inclusive practice Engage with participants and education partners to obtain feedback about Transferer throughout the project, using feedback to adapt delivery as necessary.
7. Build co-creation relationships with project partner schools, to be able to deliver on the project aims and objectives of the Transferer project.
8. Complete relevant programme reporting which contribute to EDI, funder requirements, environmental and marketing aims. Manage the collection and collation of data related to the project and participants for evaluation, liaising and sharing information with external evaluators working on the project.
9. Ensure that the delivery of the Transferer project is adaptable to meet environmental aims, EDI objectives and diverse needs and interests, informed by participants, insight and demographic data. Including developing a Transferer Youth Advisory Group and engaging with external partners and agencies in the effective delivery of the project.
10. With oversight from the Learning & Participation Manager, ensure that all relevant legislation is observed in delivering programmes, including safeguarding, health and safety, Equality Act and UK GDPR compliance. Undertake environmental and health & safety risk assessments and regularly update in accordance with BCB procedures.
11. Implementation of and adherence to BCB safeguarding policies and procedures. In addition to working with the schools around their safeguarding practices.
12. Manage the budget, recording and reporting of financial information, ensuring that all activity is delivered on time and on budget. Provide quarterly progress updates to line manager, including review and evaluation of programme outputs and KPI targets

13. Develop and maintain positive working relationships with partners, funders and stakeholders and where appropriate, represent BCB at meetings and professional forums.
14. Work with the Communications Manager to identify marketing and communications opportunities stemming from the Transferer project. Assist with the production of copy for website, social media and other channels. Capture photography and film where relevant and managing the appropriate permissions for this.
15. Dissemination of learning from Transferer project, which may include presenting at conferences or producing case studies.
16. Participation in training and development, peer learning and curiosity to engage with new ideas, be responsive and practice-driven.

General Requirements:

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in regular progress and feedback meetings
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- Positively contribute to the evaluation of the impact of BCB programmes and other key business plan objectives in relation to the Transferer project

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, BCB may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

[In accordance with BCB's Safeguarding procedures, this position requires an enhanced DBS check]

I confirm that I have read and accept the duties and responsibilities contained in this job description

Name (Please Print)

Signed

Dated

Person Specification

Qualifications	Essential	Desirable	Method of Assessment*
Graduate and/or relevant professional qualification (relevant experience may compensate)	*		A, C
Willing to undertake further professional training to keep informed of best practice		*	I

Experience	Essential	Desirable	Method of Assessment*
At least two years' experience leading projects working with children and young people within education settings	*		A, I
Organising and delivering complex information in a user-friendly format	*		A, I
Working to a budget and delivering against expenditure targets	*		A, I
Setting and achieving deadlines, managing simultaneous tasks and objectives	*		A, I
Working positively as part of a team	*		A, I
Experience with and good understanding of devising and implementing innovative learning and participation projects	*		A, I
Working effectively with children and young people	*		A, I
Planning and delivering a variety of projects and solving problems as they arise	*		A, I
Working with a broad range of people, including those with limited previous exposure to creative practice and people impacted by complex and sensitive situations	*		I
Working effectively with colleagues, artists, volunteers and partners	*		I
Facilitation, compilation and production of research and evaluation outputs		*	I
Working within a delivery framework which satisfies both the requirements of participants and funders		*	I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Understanding of formal education systems and processes	*		A, I
Excellent verbal communication skills – able to engage others in an appropriate manner	*		I
Excellent written communication skills	*		A, I, AT
Understanding of how to effectively engage children and young people in learning activities	*		I
Able to understand ceramic processes and communicate them effectively	*		I
Understanding of, and willingness to learn, about principles of oracy and critical thinking learning.	*		A, I
Understanding of health and safety requirements	*		I
Able to work effectively and productively with a range of partners	*		I
Understanding of how to adapt delivery to meet diverse needs		*	I
Understanding of performance reporting (analytics) processes and evaluation uses	*		I
Understanding of UK GDPR, Data Protection, safeguarding and Equality Act regulations	*		I
Project management skills – able to manage budget and deliver with project outputs and KPIs	*		I
Personal Attributes	Essential	Desirable	Method of Assessment*
Excellent interpersonal skills – able to effectively engage and motivate others, especially children and young people	*		I
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with colleagues and associates	*		I
Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly	*		I
Excellent attention to detail and accuracy	*		I
Ability to use initiative, work independently and take ownership of actions	*		I
Enthusiasm for the work of BCB	*		I
Passion for learning, education and participation	*		I
Creative flair	*		I
Able to multitask	*		I
Proactive approach, a self-starter	*		I
Operates with integrity and honesty at all times	*		I

Strongly identifies with BCB's core values and able to champion them	*		I
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* A – Application / C – Certificate / I – Interview / AT - Assessment Test