

JOB TITLE: Project Administrator

HOURS: Part- time freelance contract

RESPONSIBLE TO: Pentland Junior and Infant School

Fee: £5000, 25 days at £200 per day

BACKGROUND INFORMATION

Weaving Together Stories of Place is a part of a national programme of Teachers Development, funded and managed by Paul Hamlyn Foundation. This is the third year of the programme and involves 6 projects across the UK.

The purpose of the Teacher Development Fund is to support delivery of effective arts-based teaching and learning opportunities in the primary classroom, and to embed learning through the arts in the curriculum. It aims to do this through supporting teachers and school leaders to develop the necessary skills, knowledge, confidence and experience. This programme is grounded in action research and holds reflective practice as central to the development and delivery of the programme.

The longer term aim for the project is to work with the participating teachers to develop a place based textile curriculum in collaboration with the University Of Huddersfield School of Education, and Fashion and Textile Department.

About the role

The purpose of the role is to provide effective administrative support to the project steering group as we work as a collective to develop and deliver a professional development and curriculum programme (CPDL).

The Project Administrator will be the central point of contact for project development over the 2 year programme. Working in partnership with key organisations and schools, the Administrator is responsible for all the day to day administration associated with the programme, including but not limited to: setting up meetings, working with the steering group to establish project management processes, oversee administration around reporting to partners, stakeholders and funders, support the gathering of evaluation and contributing to the development of the programme as part of the team.

Partners

Lead School: Pentland Infant and Nursery School. Provides education and care for children from the age of 2yrs to 7yrs. Has a strong commitment to the arts as a vehicle for teaching the whole curriculum and enriching children's life experiences. Kathy Coates-Mohammed, headteacher, has a long history of working with arts partners and influencing practice, which she has brought to this successful bid.

10 Infant/ Primary Schools across Kirklees will be involved over the two years of the project. Confirmed: Pentland Infant and Nursery, Meltham C of E Primary School, Upperthong Junior and Infant School, Netherton Infant and Nursery School and Gomersal Primary. 5 still to be confirmed.

WOVEN Festival -The WOVEN festival is a celebration of textile heritage and innovation. Initiated and funded by Kirklees Council, the festival is owned by everyone, from community groups, to industry, cultural organisations, artists, businesses and heritage sites across the district.

WOVEN's theme is generations of innovators, connecting a strong heritage with today's innovative developments in industry, university research, a strong arts and crafts scene and the creative expression of the district's rich and diverse communities.

The next WOVEN festival will take place in 2021, however there are long term projects that have been established to embed the festival within its communities. WOVEN also has a strong online presence with resources and ways to engage. This programme will become an integral part of developing the festival in future years and will ensure long term impact.

Kirklees Associate Learning Partners - Kathy Coates-Mohammed and Stephanie Bartholet: Joint role as Associate Learning Partners for Kirklees. Stephanie, a specialist arts education practitioner and artist in her own right, works in a complementary fashion with Kathy from Pentland, to bring a wealth of different expertise and knowledge to the role. Both have a proven track record of stimulating discussion and broadening schools vision and engagement in the arts. Together they support arts provision for the authority, schools and local LCEP, by promoting and engaging as many pupils and teachers as possible in arts offers, by providing CPD opportunities, facilitating teachers network meetings and working with arts partners.

University of Huddersfield

Based right in the town centre and at the heart of the local community, the University helps thousands of people, from school leavers to those returning to education after a

gap, achieve their goals each year. The University of Huddersfield is a growing centre of research and excellence, always pushing the boundaries of knowledge.

The university is recognised as a gold-rated university by the **Teaching Excellence Framework (TEF)** and was the winner of the first **Global Teaching Excellence Award** recognising the University's commitment to world-class teaching and its success in developing students as independent learners and critical thinkers (Higher Education Academy, 2017). The University of Huddersfield became the **Times Higher Education University of the Year** in November 2013. With an impressive record for graduate employment, with 97.3% of undergraduate and 93.8% of postgraduate students in work or further study six months after graduating (DLHE 2016/17). The University places a great deal of importance on industry experience and therefore 100% of undergraduate students have the opportunity to undertake professional work experience during their studies.

This programme is in partnership with a number of departments across the university including:

- **Department for Fashion and Textiles at University of Huddersfield**
- The **Technical Textiles** Research Centre
- School for Education & Professional Development

Paul Hamlyn Foundation

This programme is funded and supported nationally by the Paul Hamlyn Foundation (PHF). PHF was established by Paul Hamlyn in 1987. Upon his death in 2001, he left most of his estate to the Foundation, creating one of the largest independent grant-making foundations in the UK. PHF's mission is to help people overcome disadvantage and lack of opportunity, so that they can realise their potential and enjoy fulfilling and creative lives.

Objectives of the programme for the Kirklees Partnership:

- Inspire all partners to want to know more about the textile industry (in all its forms) in Kirklees and beyond.
- To connect partners, teachers, students and artists to the local textile heritage and thriving industry and innovations.

- To support schools to shape CPDL for the development of teachers' confidence in delivering a textile based learning in the classroom.
- To contribute to the understanding of how a co-produced curriculum can be shaped for Kirklees schools.
- Support artists' understanding of school's needs and curriculum offers to allow them to appreciate how to tailor offers to schools and aid their CPDL.
- Create effective, long lasting partnerships across schools, the university, cultural organisations and industry.

Main duties and responsibilities

The Project Administrator will be responsible for the general administration of the project including:

Communication:

- Be the single point of contact who oversees the programme sharing information between the project partners and participating schools.
- Liaise with Paul Hamlyn Foundation to set up meetings and reporting structures.
- Represent the partnership and the project at strategic meetings where required.
- Organise project partnership meetings, take notes and actions.
- Arrange all project meetings with partners and participating schools.
- Support Kirklees Associate Learning Partners in the setup and delivery of teachers' events.
- Ensure catering for meetings and events.

Project Management:

- Monitor the delivery of the Teacher Development Project through reporting structures.
- Set up and manage project documents and policies (with partners).
- Assist the recruitment of tutors and artists.
- Support partners to complete risk assessments and ensure all work is in line with GDPR and Health and Safety legislation.
- Support schools and partners to coordinate all visits including access to textile industries, hiring rooms and arranging catering.
- Coordinate transport where appropriate to increase the reach and accessibility of the project
- Support partners with the logistics involved in any public displays or outcomes from the project.
- Collate documentation from all partners and participating schools to be incorporated into evaluation.

- Document activities and collate images, whether on or off-site in accordance with copyright laws, clearing copyright and obtaining relevant permissions and image captions and credits.
- Work as part of the Teacher Development Project team.

Budget Management:

You will be responsible for:

- Supporting the lead partner in budget monitoring.
- Ensuring invoices are coded and processed, reporting to the lead partner on a regular basis.

Evaluation

- Work with participating schools, partner organisation, external evaluator and staff from the University of Huddersfield to maintain an evaluation framework for the programme.
- Support the gathering of information for evaluation processes.

Dissemination

- Support the partners in the development of case studies, articles and other forms of dissemination, regionally, locally and nationally.

Personal Specifications:

Essential

- Experience of coordinating projects
- Experience of developing and maintaining partnerships
- Excellent interpersonal and communication skills (written and verbal)
- Ability to prioritise and manage own workload to meet agreed targets and deadlines
- Self-motivated with the ability to use own initiative
- Experience of working with schools
- A good working knowledge of IT systems

Desirable:

- Interest and knowledge of textiles.
- Experience of developing action research projects/evaluative research
- Experience or involvement in co-ordinating training programmes

- Working knowledge of evaluation frameworks
- Understanding and experience of action research methodologies and reflective practices

Conditions & Contract:

The Project Coordinator will receive support from the steering group, WOVEN team, Kirklees Associate Learning Partners, and a named member of staff within each partner organisation. The selected candidate will undergo a DBS check prior to taking up the position. This will be a fixed term, self-employed freelance contract beginning October 2020 to September 2022.

Contract Fee: Total project fee of - £5000, 25 days at £200 per day, plus a total travel budget of £300 (over 2 years). The exact days/hours are to be agreed and there will be the requirement for flexibility at certain times depending on deadlines and workload. The successful candidate will be expected to work within the projected timetable. This role will include some national travel with occasional evening and weekend working.

This project has been funded by Paul Hamlyn Foundation Funding. This position will be contracted by Pentland Infant and Nursery School on behalf of the partnership.

Application Process

Deadline for applications is 5pm, Thursday 21st January 2021.

Selected candidates will be invited for an interview on Zoom on either the 28th or 29th January 2021.

To apply please email the following to: woven@hatchprojects.org.uk

- A cover letter (2 sides max) detailing your interest in and suitability for the role, including your knowledge and interest in arts and culture in Kirklees and details about any relevant projects and partnerships you have delivered.
- A copy of your CV
- Details of two referees (please note we will only contact referees at interview stage)

Equal Opportunities

HATCH are committed to building organisations that make full use of the talents, skills, experience, and different cultural perspectives available in a diverse society. The aim of our policies is to ensure that at all stages of the recruitment, selection and employment process (including the artist commission process) we consider all applicants in fair and considered manner so that the most appropriate person is selected, regardless of age, colour, disability, gender, marital or family status, nationality or ethnic origins, race, religious belief or sexual orientation. HATCH's Equal Opportunities Policy will be applied to this role.

Contact Details

In the first instance please direct all enquiries to: woven@hatchprojects.org.uk