

**SUNDERLAND  
CULTURE**



## **Culture Start Creative Group Co-ordinators x 2**



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**Esmée  
Fairbairn  
FOUNDATION**



**SIR JAMES KNOTT TRUST**



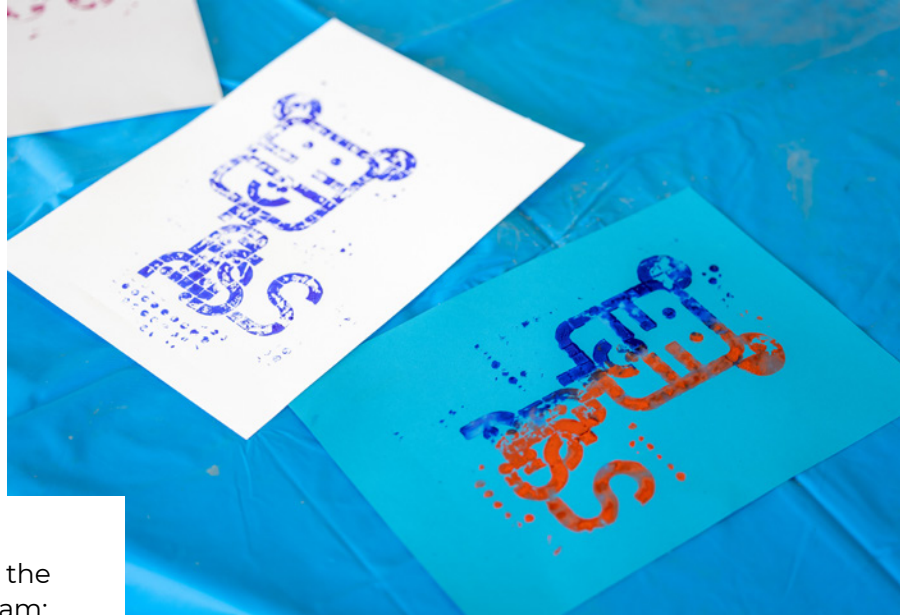
**Community  
Foundation**



**Gillian  
Dickinson  
TRUST**



**University of  
Sunderland**



Sunderland Culture is seeking to appoint the following roles to join the Culture Start team:

**Creative Group Co-ordinator  
(Under 12 Programme)**

**Creative Group Co-ordinator  
(Young People's Programme)**

The Creative Group Co-ordinators will play a fundamental role in removing barriers to participation in arts and culture and connecting children and young people across Sunderland with creative and cultural opportunities. This will primarily be through the co-ordination and delivery of the Culture Start community-based creative groups. This will be carried out in collaboration with the Culture Start Manager.

Culture Start will establish five regular creative groups. The exact locations and timings of the groups are to be agreed. Sessions will take place in community settings and run after-school/early evenings and/or Saturdays. We will work with the postholders around their availability when agreeing the days/times of sessions.

The Creative Group Co-ordinator (Under 12 Programme) will be responsible for setting up and running two groups for 5-11 year olds. These groups will run weekly during term-time.

The Creative Group Co-ordinator (Young People's Programme) will be responsible for setting up and running three groups for 12-18 year olds (up to 25 year olds for young people with SEND). These groups will run fortnightly.

Creative Group Co-ordinators will also support the co-ordination and delivery of holiday provision associated with the Creative Groups, as well as supporting the aims of the wider Culture Start programme.

The Creative Group Co-ordinators will work alongside the wider Culture Start team, as well as other colleagues in Sunderland Culture, partner venues and community organisations across the city.





## About Culture Start

Culture Start is a £1.5 million, 3-year programme which seeks to explore how access to arts and cultural opportunities can address some of the long-term impact of economic deprivation on children and young people in Sunderland.

A high-quality and ambitious creative programme, co-developed with children, young people and city partners will increase reach and engagement, build confidence and skills, improve access to cultural opportunities and embed long term change in the policies and practices of the city's cultural organisations.

The Culture Start programme will be free to access and includes four strands:

1. Catalysing Demand – offering creative opportunities during termtime and school holidays in areas of Sunderland to spark interest and encourage participation.
2. Under 12 Programme – two Creative Groups will enable regular participation in creative activities for children from low-income families, building confidence and creativity.
3. Young People's Programme – addressing gaps in provision to accessible creative activity through regular Creative Groups groups, showcase opportunities, summer schools and talent development bursaries.
4. Securing Change – embedding learning and change in Sunderland's cultural organisations through training and expert advice.



Culture Start is led by Sunderland Culture and has been developed in partnership with cultural, educational, community and civic partners including:

- Sunderland Music, Arts and Culture (MAC) Trust
- Together for Children
- Children North East
- Gentoo
- InspirED Sunderland – Sunderland Local Cultural Education Partnership
- North East Youth
- All Together Consortium
- Sunderland College
- University of Sunderland

Culture Start is supported by a £1.2m Place Partnership award from Arts Council England through the National Lottery, and generously funded by the Esmée Fairbairn Foundation, Sir James Knott Trust, The Sir Tom Cowie Fund at the Community Foundation serving Tyne & Wear and Northumberland and the Gillian Dickinson Trust.

The Creative Group Co-ordinators will play a key role delivering activities that expand cultural opportunities for children and young people from low incomes in Sunderland.

For more information, please go to [www.sunderlandculture.org.uk/jobs-opportunities/](http://www.sunderlandculture.org.uk/jobs-opportunities/)

**The deadline for applications is 12 noon on 20th September.**

**Interviews will take place in Sunderland on 14th October.**

We want the Culture Start team to reflect the diversity of the communities we work with. We welcome expressions from everyone, and especially from people with experience of socio-economic disadvantage, people from ethnically diverse backgrounds, disabled people, young people and LGBTQ+ people.



## About Sunderland Culture

Sunderland Culture is a pioneering place-based partnership formed in 2016, by University of Sunderland, Sunderland City Council and Sunderland Music, Arts and Culture Trust, to take forward an ambitious cultural vision for the city. We are a Registered Charity and an Arts Council England National Portfolio Organisation.

Our mission is to improve life for everyone in Sunderland through culture. To do so, we are driving five step changes: growing the profile and reputation of the city; a more vibrant creative economy; raised outlook and aspiration of children and young people; improved health and wellbeing; and a more socially cohesive city.

We deliver a single programme through the city's major cultural venues including National Glass Centre, Northern Gallery for Contemporary Art (NGCA), Sunderland Museum & Winter Gardens and Arts Centre Washington and with communities in spaces and places across the city. We work across the

city to ensure the power of great art, culture and creativity is harnessed for the benefit of Sunderland, its residents and visitors and work created here is showcased regionally, nationally, and internationally.

You can find out more about our organisational aims and ambitions including our Theory of Change model and an overview of our recent work in our [Annual Review 2023-24](#).

We strive to be ambitious, collaborative, outward looking and inclusive in everything that we do. Our Equality and Diversity Policy is published on our website. We actively encourage applications from individuals from communities who are less-represented within the cultural sector. We therefore particularly welcome applications from individuals who are looking to develop their career in the cultural sector from Black, Asian and ethnic minority communities, who are disabled or are from other communities which are under-represented.

## Job Description

### Job Title:

Creative Group Co-ordinator (Under 12 Programme)  
Creative Group Co-ordinator (Young People's Programme)

### Reports to:

Culture Start Manager

### Salary:

£26,000 per annum (Actual Salary £10,400 per annum at 15 hours per week)

### Working hours:

Part-time, 15 hours per week, schedule to be agreed

### Terms:

Fixed term until 31st March 2027

### Location:

These roles will predominantly be based in community locations across Sunderland. Postholders will also be required to work at the National Glass Centre and other Sunderland Culture venues on occasion. Remote working is also possible.

### Main purpose of role:

Culture Start is a £1.5 million, 3-year programme that seeks to explore how access to arts and cultural opportunities can address some of the long-term impacts of economic deprivation on children and young people in Sunderland.

The Creative Group Co-ordinators will play a fundamental role in removing barriers to participation in arts and culture and connecting children and young people across Sunderland with creative and cultural opportunities. This will primarily be through the co-ordination and delivery of the Culture Start community-based creative groups.

Culture Start will establish five regular creative groups. The exact locations and timings of the groups are to be agreed. Sessions will take place in community settings and run after-school/early evenings and/or Saturdays.

The Creative Group Co-ordinator (Under 12 Programme) will be responsible for setting up and running two groups for 5-11 year olds. These groups will run weekly during term-time.

The Creative Group Co-ordinator (Young People's Programme) will be responsible for setting up and running three groups for 12-18 year olds (up to 25 year olds for young people with SEND). These groups will run fortnightly.

Creative Group Co-ordinators will also co-ordinate delivery of holiday provision associated with the Creative Groups, as well as supporting the aims of the wider Culture Start programme.

The Creative Group Co-ordinators will work alongside the wider Culture Start team, as well as other colleagues in Sunderland Culture, partner venues and community organisations across the city.

### Key Tasks and Responsibilities:

- To establish the Culture Start Creative Groups and associated Holiday Activity Programme, in collaboration with the Culture Start Manager and the wider Culture Start team. Once established, to co-ordinate the ongoing delivery of the Creative Groups.
- To liaise with the Culture Start Assistant Producer to ensure key administrative tasks are carried out, including sourcing artists/creative practitioners for session delivery, arranging workshop logistics, ordering equipment/material and maintaining accurate records of beneficiaries.
- To undertake a pastoral role in the Creative Group and prioritise the wellbeing and safety of the children and young people in our care.
- To facilitate the safe delivery of the Culture Start Creative Groups, including managing the handover of children/young people on arrival/departure at each session, maintaining attendance registers and ensuring health and safety and safeguarding arrangements are maintained.

- To work alongside the Creative Group Assistants and artists/creative practitioners to create safe, inspiring and welcoming spaces for children and young people to explore and develop their creativity. Monitoring and addressing any challenging behaviour.
- To build and maintain professional relationships with children, young people, families, key community contacts and delivery partners
- To attend Culture Start team meetings, as well as representing Culture Start at external meetings and events.
- To support Culture Start's evaluation and monitoring activities
- To support Culture Start's marketing and communications activities.
- To act in accordance with Sunderland Culture's policies, including its Privacy Policy, Health and Safety Policy, Safeguarding Policy and Equality and Diversity Policy
- To undertake any training required by Sunderland Culture
- Any such matters within the scope of the post as may be specifically delegated by the Culture Start Manger, Head of Learning and Participation and the Chief Executive.

### **Key relationships**

#### **Reports to**

- Culture Start Manager

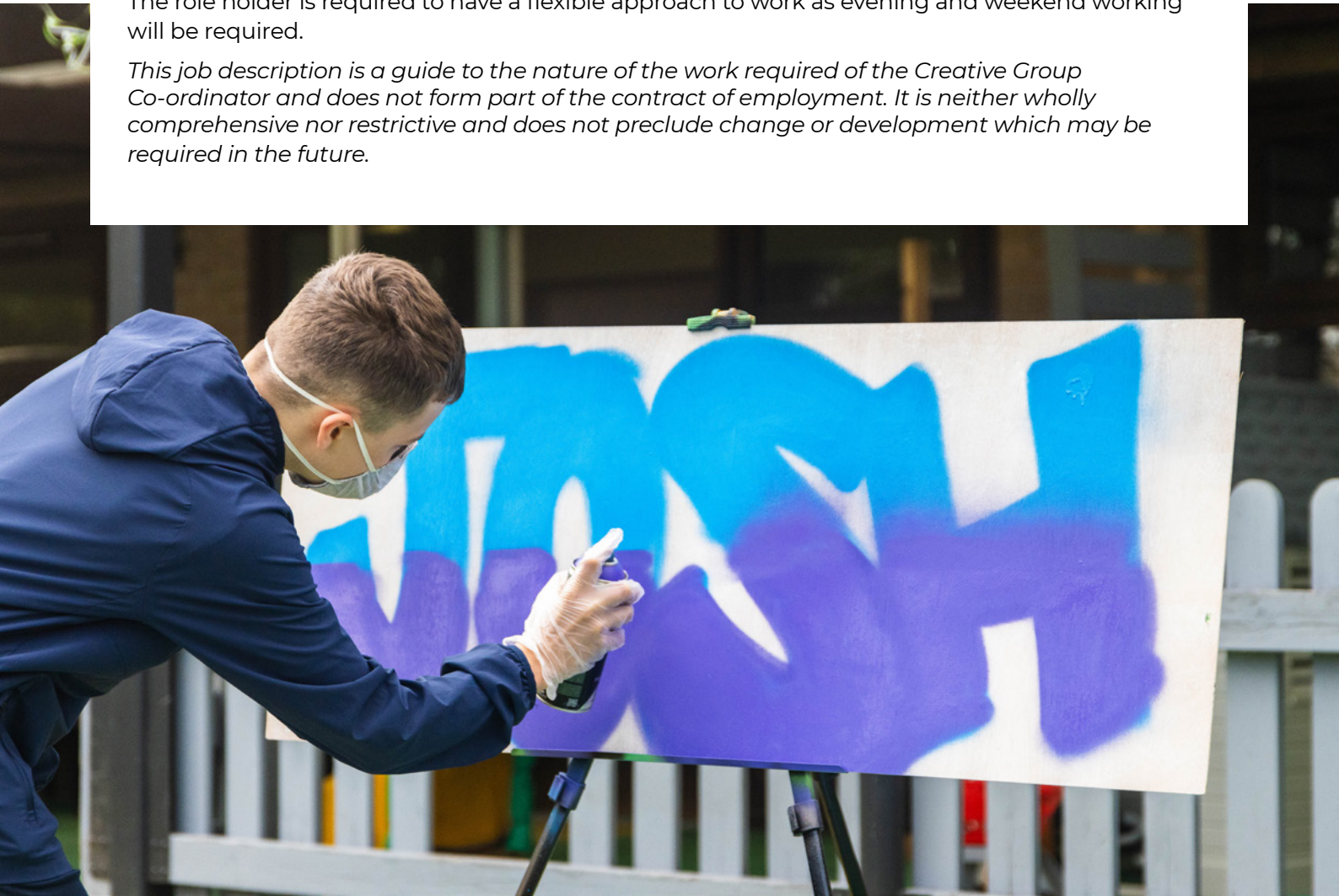
#### **Working in collaboration with**

- The wider Culture Start and Sunderland Culture team
- Programming and learning teams across Sunderland Culture partner venues
- Creative Practitioners
- Children, young people and families
- Key contacts in cultural, education, community and civic partners across the city

#### **Special circumstances:**

The role holder is required to have a flexible approach to work as evening and weekend working will be required.

*This job description is a guide to the nature of the work required of the Creative Group Co-ordinator and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.*



## Person Specification

Key competencies	Essential	Desirable	Assessed by
<b>Qualifications and Professional Membership</b>		Educated to degree level or equivalent	Application
<b>Knowledge and Experience</b>	<p>Experience of working with children and young people in an arts / culture or community setting</p> <p>Experience of co-ordinating, delivering and/or facilitating workshops with children/young people.</p> <p>Knowledge about safeguarding procedures and policies</p>	<p>Knowledge and understanding of the wider socio-economic context of Sunderland and the North East</p> <p>Experience of working alongside artists / creative practitioners</p> <p>Experience of working with SEND children and young people</p>	Application & Interview
<b>Skills</b>	<p>Approachable with excellent communication and listening skills</p> <p>Ability to work well as part of a team, as well as work independently and under own initiative</p> <p>Excellent administrative skills, including managing data confidentially.</p> <p>Excellent time management skills.</p>		Application & Interview
<b>Personal Qualities</b>	<p>Flexible and adaptable to changing priorities</p> <p>Commitment to equality, diversity and inclusion, including socio-economic diversity</p> <p>Willingness to work evenings and weekends.</p>		Application & Interview
<b>Special requirements</b>	Enhanced DBS (Disclosure and Barring Service) Check	Driving licence and access to own vehicle	

### Terms and Conditions:

Offered as a fixed-term contract until 31st March 2027, subject to a six-month probationary period. These roles will include evening and weekend working.

These roles will predominantly be based in community locations across Sunderland. Postholders will also be required to work at the National Glass Centre and other Sunderland Culture venues on occasion.

12 days holiday, plus public holidays (pro-rata).

Auto enrolment in NEST pension scheme.

### How to apply:

To apply, please complete the application form which is available at:  
[www.sunderlandculture.org.uk/jobs-opportunities/](http://www.sunderlandculture.org.uk/jobs-opportunities/)

If you prefer, you can submit a video or audio recording to complete the Supporting Statement section of your application form.

Please indicate if you have a preference for a particular role, or wish to be considered for both roles.

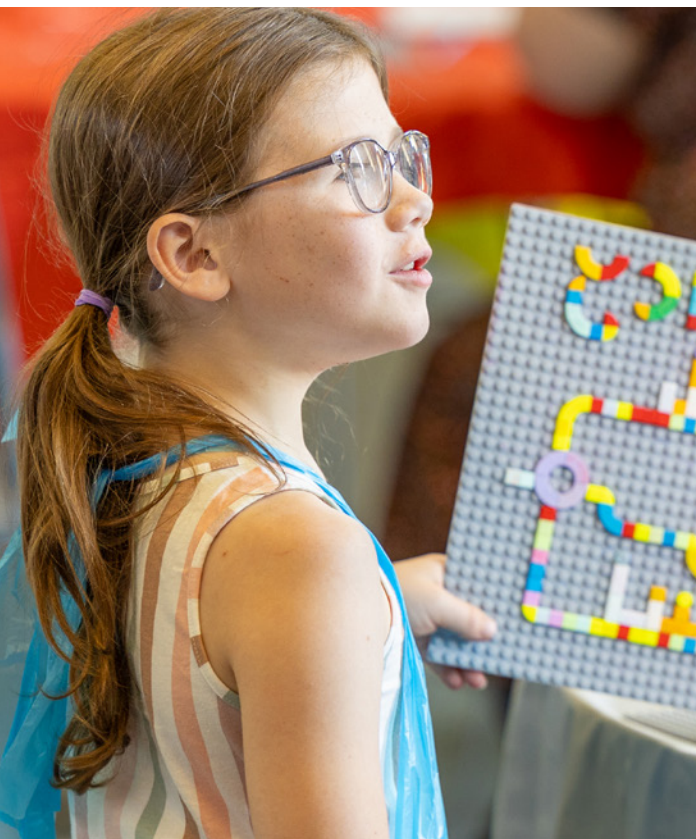
Please send completed applications to [recruitment@sunderlandculture.org.uk](mailto:recruitment@sunderlandculture.org.uk)

For an informal conversation about the role, please contact  
[michael.barrass@sunderlandculture.org.uk](mailto:michael.barrass@sunderlandculture.org.uk).

The deadline for applications is 12 noon on 20th September.  
Interviews will take place in Sunderland on 14th October.

For more information, please go to [www.sunderlandculture.org.uk/jobs-opportunities/](http://www.sunderlandculture.org.uk/jobs-opportunities/)

If you need this information in a different format, please contact  
[recruitment@sunderlandculture.org.uk](mailto:recruitment@sunderlandculture.org.uk).







Northern Gallery for Contemporary Art



**Sunderland City Council**



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**ARTS COUNCIL ENGLAND**

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