



Leeds Cultural Education Partnership (LeedsCEP)

Would you like to be part of the LeedsCEP Steering Group?

LeedsCEP is looking for colleagues working within the Cultural, Education and Community sectors as well as Commercial/Creative Industries and Local Government to be part of our Steering Group.

We want to make sure all these sectors are well-represented in LeedsCEP and that our work is informed by what each sector needs.

This is a chance to:

- Influence the cultural learning offer in the city, to make sure it is strategic, joined-up and responsive to opportunity
- Work in partnership with colleagues across sectors
- Strategically steer the work of LeedsCEP to support cultural and creative learning in Leeds

Over the next 18 months LeedsCEP will be working closely with LEEDS 2023. This is an opportunity to influence their offer for schools and children and young people, and to part of this unique cultural experience in the city.

This is a voluntary role, although expenses and travel can be reimbursed.

What is LeedsCEP?

Cultural Education Partnerships are part of a national initiative, launched by the Arts Council England in 2015, to drive a joined-up local cultural offer for children and young people.

LeedsCEP's vision is to grow the aspirations and talents of all children and young people in Leeds through access to high quality arts and cultural education. We do this by working in partnership with cultural organisations and artists, teachers and education professionals, community and local government to drive a joined-up art and cultural offer locally. We also advocate for creative and cultural learning locally, regionally and nationally. LeedsCEP has over 110 members and is managed by a part-time manager.

The Steering Group meets every 8-12 weeks for 1.5 hours. The Steering Group comprises 12-14 members, including 4 'Pod Leaders' who drive forward work within a priority area.

Priorities for LeedsCEP are:

- **Advocacy & Access** – celebrate and lobby for the value of cultural learning and support access for all
- **Youth Voice & Engagement** – to ensure CYP voice shapes opportunities and raise the profile of young people's perspectives and cultural needs

- **Progression & Skills** – to support progression through cultural education from early years to creative careers
- **Health & Well-being** – to support health and well-being outcomes through engagement with arts and culture

More information on our Priority Areas can be found in our **Action Plan**. Information on the structure and governance of LeedsCEP and how the 'Priority Pods' work can be found in our **Terms of Reference**.

The Steering Group comprises of between 12 and 14 members. We aspire to having broad representation and include at least one Primary, Secondary, FE and HE representative from the education sector. Other representatives are from the cultural sector, community, commercial/private sector and local authority, as well as from LEEDS 2023 and IVE, ACE Bridge Organisation.

The Steering Group is chaired by our Independent Chair, Dr Briony Thomas.

'Steering Group Member' Role Description

The Steering Group is responsible for driving forward and being accountable for the delivery of the LeedsCEP Action Plan. The role of the Steering Group includes the following:

1. Appoint an Independent Chair.
2. Have an overview of cultural education, and influence and inform joint strategic cultural education programmes and policies within the city
3. Set strategic priorities in response to the LeedsCEP Action Plan and review the action plan, delivery plan and budget each year
4. Monitor and review progress against the action plan and delivery plan, and provide challenge as and when appropriate.
5. Establish Priority Pods as required, in order to meet the priorities set out in the action plan and to monitor progress of the Priority Pods in delivering against the action plan.
6. When appropriate, commission, research and develop programmes to deliver on key strands of the action plan, when these stand outside of the Priority Pods' remit.
7. Champion and advocate for the value of cultural education and increase its reach within the city and with funders and stakeholders
8. Provide advice and practical support by drawing on individual expertise and knowledge.
9. Ensure that good practice and learning experiences are shared across the partnership and beyond.
10. Ensure that clear lines of communication are established across the partnership and beyond.
11. Ensure that all delivery meets relevant health and safety legislation, Health and Safety Guidance, and Safeguarding.
12. Review the terms of reference and membership as and when appropriate.

Person Specification for Steering Group Members:

- Have a thorough understanding of cultural learning and education at local and national level
- To be able to operate and think strategically with an ability to influence and inform policy and practice
- Able to input into strategic planning, reporting, budget setting and monitoring against an Action Plan
- To be able to represent Leeds' communities, its children and young people
- To be able to challenge and make recommendations in steering progress
- To be able to champion and advocate for cultural learning with senior stakeholders and funders
- Be an excellent communicator, and knowledgeable of networks and sectors relevant to LeedsCEP
- To be a supportive and positive advocate of LeedsCEP and its members

'Pod Leader' Role Description

Four members of the Steering Group are ex-officio members, meaning that they are represented on the Steering Group due to their role as 'Pod Leaders'. A different Person Specification applies (see below). Two individuals can share one Pod Leader role, and share representation on the Steering Group.

Their role is to:

- Lead and drive forward a 'priority area' with support from the LCEP Manager
- Convene and lead Pod meetings, bringing together specialists and colleagues from the LeedsCEP membership (and guests from outside) interested in developing work in that area
- Develop and drive forward the delivery plan relating to that priority area, as agreed by the Steering Group and supported by the LCEP Manager
- Work with the LCEP Manager to deliver activity in partnership with Pod members, i.e. sharing best practice, CPD opportunities, peer learning sessions, development of projects, fundraising, networking events
- Identify opportunities for setting up 'task and finish' groups to lead on particular pieces of work
- Report into the Steering Group on progress against the delivery plan relating to that Priority Area
- Report back into the Pod any developments from the Steering Group
- Liaise closely with LCEP Manager in supporting Comms around the Priority Area

Person Specification (Pod Leader)

- Experience of cultural/creative learning within any of the sectors represented within LeedsCEP
- Interest or experience in the Priority Area(s) chosen
- Able to identify clear actions relating to that Priority Area, with support from LCEP Manager and the Steering Group
- Confident in leading meetings and motivating Pod members to contribute to delivery of the activity
- Able to represent and advocate for the Priority Pod on the Steering Group

Would you like to join us?

If you are interested in becoming a LeedsCEP Steering Group member, please email:

LeedsCEP@leeds2023.co.uk with an Expression of Interest. This should be no longer than 500 words and include:

- Your role now and contact details
- What particularly interests you and what you think you could bring to the role
- How you feel the LeedsCEP could develop and where you would like to develop its potential

Priority Pod Leaders will be members of the Steering Group due to their role (ex-officio). If you want to be part of the Steering Group as a Pod Leader, please state this clearly as well as:

- Your role now and contact details
- Which Priority Area(s) you are interested in leading.
- Your experience in this area and how you would like to see this Priority Area developing

Deadline: **Friday 13th May**

Selection for the Steering Group and Pod Leaders will be made by the LeedsCEP Executive Group by **Friday 20th May.**

If you would like an informal chat about the role, please contact Briony Thomas, LeedsCEP Chair on B.G.Thomas@leeds.ac.uk

Scheduled Steering Group meetings:

Thursday 16th June, 2-3.30pm.