

Job Description

Criw Celf Programme Co-ordinator: Gwynedd & Anglesey

Contract Duration: September 2019 – August 2020

Fee: £6,000 (50 days @ £120 each)

Criw Celf is looking to appoint an enthusiastic and creative freelance Programme Co-ordinator in Gwynedd and Anglesey to deliver the Criw Celf project. The Co-ordinator will work with Gwynedd Council's Community Arts Unit and Oriol Môn.

Criw Celf is an umbrella title for a developmental pathway for More Able & Talented (MAT) young artists which incorporates 'Criw Celf', 'Portffolio', and 'Raising the Bar' programmes. 'Criw Celf' works with MAT pupils from Yr. 5 - 9 who will then have the opportunity to participate in 'Portffolio' at GCSE level and then 'Raising the Bar' at 'A' and 'AS' level. Criw Celf offers children and young people the opportunity to participate in high quality visual art activity led by professional artists at inspirational venues. We also arrange exhibitions of members work.

This specific role will be involved only with the co-ordination of the Criw Celf element of the pathway, working to engage children from Yr. 5 to Yr. 9. Nevertheless it will involve liaising with the Portffolio and Raising the Bar Project Manager for Gwynedd and Anglesey, based at Galeri, Caernarfon.

Criw Celf	Portffolio	Raising the Bar
Criw Celf Co-ordinator, Gwynedd & Anglesey = Responsibility for project coordination	<i>Criw Celf Co-ordinator, Gwynedd & Anglesey = Liaise with Project Manager</i>	<i>Criw Celf Co-ordinator, Gwynedd & Anglesey = Liaise with Project Manager</i>
1. Yr. 5 & 6 2. Yr. 7 & 8 3. Yr. 9	GCSE	A & AS Level

The project is delivered by local authorities and various arts organisations in North Wales and receives financial support from the Arts Council for Wales. This specific role will involve delivery of Criw Celf in Gwynedd and Anglesey only, however the successful candidate may be expected to work in partnership with other Programme Co-ordinators from across the north Wales region on marketing and joint projects.

Programme Description

'Criw Celf' offers a series of six master classes for each young person working at inspirational sites across Gwynedd and Anglesey. Highly experienced professional artists will be employed to run the masterclasses, each looking at a variety of artistic techniques and working with a range of materials including drawing, sculpture, painting and printmaking for example. Gwynedd will have three separate Criw Celf groups each receiving 6 master classes with 20 members in each group. Anglesey will have two Criw Celf groups each being offered six masterclasses with 20 members in each. The co-ordinator will

need to arrange 30 individual masterclasses for the members as part of this brief. Timetabling around the school calendar and avoiding school holidays.

Participants will be selected through a nomination process. Gwynedd & Anglesey's primary school Head Teachers and Secondary Art Teachers will have the opportunity to nominate pupils who would benefit from participation in the project and who have been identified as a MAT pupil within the visual arts. We are also keen to attract members from the home educated population and encourage nominations from parents, guardians in partnership with educators. We also offer a bursary fund to help support members who require financial support.

Criw Celf is an extra-curricular project held outside of school hours and although links to the national curriculum may occur this is not a priority of the projects.

Criw Celf assistants will be employed to attend the masterclasses to support the artist tutors and to assist with the work of the Coordinator re. evaluation and documentation for example.

Breakdown of Tasks and Duties

- Create and implement an effective marketing plan for the recruitment of members and the general promotion of the scheme.
- The Co-ordinator will recruit members to join Criw Celf, targets re. member numbers and income earned will be set.
- Contact Gwynedd & Anglesey schools, and visit schools where appropriate, to ensure that awareness of the project is raised.
- To promote the project via social media, online and via the Criw Celf website (www.criwcelf.co.uk).
- Design and produce publicity material such as pamphlets and posters.
- Maintain a database of contacts and members details.
- Compile a library of photographs to document the project.
- Appoint appropriate artists to deliver all the sessions ensuring that risk assessments are carried out.
- Timetable the project assistants to ensure cover at each one of the sessions.
- Book venues for all sessions.
- Manage the project budget.
- Ensure that all participants receive information in both Welsh and English and in a timely manner.
- Arrange and publicise a final exhibition of artwork by all participants at the end of the school year.
- To attend regional Criw Celf North Wales steering meetings if necessary.
- To attend regular catch up meetings with the Gwynedd & Anglesey project steering group and to communicate regularly via email to update the Gwynedd & Anglesey steering group of progress.
- To evaluate the project using the national [Criw Celf evaluation toolkit](#).
- To create a final report for the funders, Arts Council of Wales.
- Keep an accurate record of time spent working on the project.
- Must adhere to policies and procedures such as Safeguarding Children and Vulnerable Adults, Health & Safety etc.

Person Specification

- The Coordinator will need to commit to being available from September 2019 – August 2020.
- They must have their own office or workspace and IT facilities.
- Must be highly organised, a good planner and communicator.
- They will need to be able to carry out art session risk assessments.
- They must be confident with the use of IT (Microsoft office and outlook or equivalent as well as social media and website CMS).
- They will have a professional background in the arts and will have had experience in project management, monitoring, marketing, planning and evaluating creative workshops and projects with young people.
- They will have knowledge of north Wales's arts venues and visual artists who can be used to deliver sessions on our behalf.
- Must be self-employed and have your own Public Liability Insurance.
- Must have a valid driving licence and own transport.
- The ability to communicate fully through the medium of Welsh and English is essential.
- Must be willing to work unsociable hours such as weekends.
- Must have a flexible approach and have good time management skills.
- Must have experience of marketing and possess innovative and creative ideas regarding how to engage children, young people, schools and families with Criw Celf.

Listening and Speaking:

Able to equally and confidently present all aspects of the post orally in both Welsh and English.

Reading and Understanding:

Able to confidently use and interpret any information from various sources in Welsh and English in order to fulfil all aspects of the post's responsibilities.

Writing:

Able to present written information in Welsh and English with complete confidence using the most appropriate methods and language for the subject and audience.

Fee and Contract

A **total fee of £6,000** will be available and this is fully inclusive of travel and subsistence. The successful candidate will be required to invoice for the work in instalments outlining tasks and time spent on the project. The contract will be managed by Anglesey Council.

The contract is for a total of 50 days. The successful candidate will need to manage their time effectively in response to the work programme. Certain times of the year may need a higher investment of time than others and therefore the Co-ordinator will need to adopt a flexible working pattern in response to the project timetable.

Fee breakdown: 50 days @ £120each = £6,000 A day's work consists of 7 hours 30 minutes.

How to Apply

To apply for the post of Criw Celf Programme Co-ordinator, please send us an email application, demonstrating how your skills, knowledge and experience meet the job description. Please tell us why you think you are the most suitable candidate to carry out the tasks and duties listed above and how you meet the criteria of the person specification. Please attach a copy of your CV and provide two references.

Applications must be received by 9am on the 30th of August 2019.

Please send your application by email to Lia Griffith, Learning and Engagement Co-ordinator, Liagriffith@ynysmon.gov.uk

Interviews

It is expected that the interviews will be held at Oriel Môn the **19th of September 2019.**

More Information

For further information please contact one of the following.

- **Lia Griffith** – Oriel Môn, Anglesey Council – Liagriffith@ynysmon.gov.uk / 01248 752027
- **Ceri Williams** - Oriel Môn, Anglesey Council - CeriWilliams@ynysmon.gov.uk / 01248 752189
- **Gwawr Wyn Roberts**, Community Arts, Gwynedd Council - gwawrwynroberts@gwynedd.llyw.cymru / 01286 679721

And please visit the Criw Celf website: www.criwcelf.co.uk

