



'Moonbeams' Early Years Development Coordinator Commission: £20,000 (November 2019 - December 2021)

Call for: Organisations/Individuals with expertise and an understanding of early years, and the arts, with experience of project management and of working with a range of partners to deliver quality programmes.

DEADLINE: 14th October 2019 (12:00 - midday)

Commission: To coordinate and project manage the development of the 'Moonbeams' early years and arts partnership programme

Duties and responsibilities:

- Lead and coordinate the developments agreed by the Moonbeams Enquiry group made up of CREC, Arts Connect, expert artist pedagogistas, Headteachers and other key organisations
- Be responsible for leading, planning, delivering and evaluating the Moonbeams programme: the seminar workshop series focused on art forms for the sectors (education, arts, cultural, heritage, Local Authorities etc.); managing a learning CPD programme for early years practitioners and artists in partnership with Arts Connect; developing in partnership with Arts Connect and CREC a Moonbeams Symposium in 2020; coordinating a Moonbeams network involving social 'meets' with a focus/theme
- Collaborate with all key partners on developing and delivering a Moonbeams national conference, led and supported by Arts Connect, in 2021
- Coordinate the evaluation for each activity in liaison with key partners, to collect data on outcomes and share the evidence with The Moonbeams Enquiry Group to inform further developments
- Liaise, where appropriate, with the Moonbeams Social Media commission, (i.e. a Facebook network; a micro site; a Podcast series) funded by Arts Connect, to ensure linked up promotion, advocacy and publicity for Moonbeams
- Organise the Moonbeams Enquiry group meetings and then report to the group on all developments by regular printed updates and summaries, including reporting to Arts Connect on the investment
- Support the Enquiry Group on identifying potential areas for sustainability including links to national developments such the Arts Council's 10 Year Strategy which includes a focus on early years

Essential requirements:

- At least 2 years professional project management experience
- At least 2 years professional experience in working with a wide range of partners and funders
- Good working knowledge of the early years in the context of arts and creativity
- Strong communication skills including presentation and writing skills

General requirements:

- The Coordinator will manage their own workload and priorities and deliver project administration effectively
- Be ICT literate, have their own computer; be able to develop new skills quickly, and can use Outlook, Wordpress, Social Media, and be self-sufficient in office administration

Reporting to:

Sean Delaney and Helen Lyndon at CREC on a day-to-day basis; liaising on a regular basis with Pepita Hanna, Arts Connect Associate Director: Partnerships and Investment as the funder; and reporting to the Moonbeams Enquiry group at 3-4 meetings a year.

Background:

The Moonbeams programme from October 2019 - January 2022 is funded by Arts Connect and managed by CREC in a unique developmental partnership which builds on previous collaborations.

Centre for Research in Early Childhood (CREC) was established by Professor Chris Pascal and Professor Tony Bertram, CREC has been working to improve Early Years provision for over 20 years. Located in the [St Thomas Children's Centre](#) near Birmingham city centre, CREC specialises in [early childhood research](#) which has relevant and meaningful outcomes for practice and policy. Some of its research is transformed into [training and development programmes](#) designed for the specific needs of the early years sector. CREC also offers undergraduate and [postgraduate research degrees](#). CREC has a strong reputation for undertaking reviews, reports, evaluations and [consultancy work](#) with many UK local authorities, NGOs and countries.

Arts Connect is a development agency, as part of the Arts Council's national [Bridge programme](#), that works to lead change across the West Midlands, connecting and supporting communities to ensure that children and young people (from 0-25) can access and enjoy a rich and meaningful arts and cultural life.

We work across the West Midlands, including the urban local authorities of Birmingham, Coventry, Dudley, Sandwell, Solihull, Stoke on Trent, Telford & Wrekin, Walsall and Wolverhampton, as well as the shire counties of Herefordshire, Shropshire, Staffordshire, Worcestershire and Warwickshire.

We believe that:

- all children and young people in the West Midlands have the right to a full arts and cultural education and for it to be recognised and valued as a key part of the school curriculum
- children and young people in the West Midlands should feel comfortable and confident in accessing local arts and cultural spaces, seeing it as their right to do so
- all children and young people in the West Midlands have a right to experience the freedom, the space for personal creativity, the sheer joy that only the arts and culture can bring

For further information about Arts Connect visit: www.artsconnect.co.uk

Moonbeams: 'How to Catch a Moonbeam and Pin It Down' is Arts Connect's early years programme (for 0-5 years) and is a strategic development based on a shared knowledge of the early years' sectors in the region, with pockets of outstanding practice and a commitment to the critical importance of arts and cultural creative engagement for babies, children and their families. This includes a background in the pedagogy of early year's practice with a focus on the creative approach to child-led development linked to the Reggio Emilia pedagogy; this is an educational philosophy based on the image of the child, as possessing strong potential for development and of Rights to express themselves and develop through a hundred different ways called 'The Hundred Languages of children': <http://www.reggiochildren.it/identita/reggio-emilia-approach/?lang=en>

Moonbeams is an ambitious programme that aims to raise the profile of early years creativity, arts and culture, develop new sustainable practice by building the leadership skills of artists and educators, and by supporting professional dialogue and pedagogy through learning networks to address issues of quality and access.

Contractual details:

The Commission of £20,000 is planned to start in November 2019 and to complete no later than December 2021 and is inclusive of VAT. CREC will contract the appointed supplier, individual/organisation, who will be responsible for own Tax and NI unless the supplier is deemed to be in scope for IR35, then PAYE will be deducted at source from invoices before payment. Travel to meetings away from the CREC base will be additional to the Commission fee.

The fee is a maximum of **£20,000** (inclusive of Tax, NI, and VAT, if applicable).

Timescale:

- **Deadline for proposals: 14th October 2019 (12,00 midday)**
- **Notification of selection for Interview** no later than: 16th October 2019
- **Interviews: 24th October 2019 - please keep this date available**

HOW TO APPLY:

If you are submitting a proposal for 14th October (midday) deadline then your proposal should include:

- **Covering Letter:** outlining your interest in the work, your experience and understanding of early years work with arts and creativity, and how you meet the Requirements of the Commission including project managing similar large programmes
- **Your proposal:** detailing how you will deliver the commission including all the Duties and Responsibilities, and, if appropriate, information on other team members of your team and how they will be managed
- **Budget:** a commission budget proposal outlining your proposed costs (e.g. Fees etc.)
- **Referees:** contact details for two referees
- **CVs:** include CVs for all the people who will be involved in the commission
- **Background:** any links to websites or LinkedIn that are relevant to your application

Please note: All successful applicants connecting with children and young people will need to evidence their portable DBS and must have Public Liability Insurance (minimum £5 million) in place.

Please send your following proposal and all the information detailed above to:

- **Sean Delaney - CREC Assistant Director:** S.Delaney@crec.co.uk
- **Helen Lyndon - CREC Postgrad. Prog. Lead:** h.lyndon@crec.co.uk
- **Pepita Hanna – Arts Connect Associate Director:**
Pepita.Hanna@wlv.ac.uk

For further information and an informal conversation about this commission contact:

Pepita Hanna Arts Connect Associate Director
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