



## **Brief for consultancy services to undertake a development programme with libraries and Arts Award**

**Summary-** Artswork wishes to engage a professional consultant with considerable experience of working with libraries to encourage South East libraries to sign up to Arts Award Supporter and develop as Arts Award Centres.

### **1. Background and Priorities**

From March 2012 Arts Council England has been funding a network of 10 Bridge organisations to help meet its goal of ensuring every child and young person has the opportunity to experience the richness of the arts and culture. Chosen for their experience and expertise in connecting schools, children and young people with arts and culture, the Bridge network is helping to create a more coherent and focused arts and cultural offer for children and young people, schools and communities.

Artswork is the Bridge Organisation for the South East.

<http://www.artswork.org.uk/south-east-bridge>

### **2. Context**

As part of its role as the South East (SE) Bridge Organisation (see area covered below)\*, Artswork aims to create an environment in which Arts Award can flourish. Artswork is also the Regional Development Agency for Arts Award and works closely with Trinity College London, Arts Council England, regional Training & Support Agencies and other partners to find ways in which Arts Award at all levels can be sustainably embedded into the delivery of cultural opportunities for children and young people. We aim to achieve a minimum of 30% year-on-year increase at all levels of Arts Award, and are looking to significantly increase the number of arts and cultural organisations embedding Arts Award within their practice either as Centres or Supporters. More information about Arts Award here:

[www.artsaward.org.uk](http://www.artsaward.org.uk)

### **Arts Award Supporter**

An Arts Award Supporter is an organisation or artist offering activities that young people can use towards their Arts Award. Activities might include:

- arts workshops
- arts and cultural events which they can review
- opportunities to find out about artists and cultural opportunities
- a chance to share skills or lead arts projects

### **Why should libraries become an Arts Award Supporter?**

Being an Arts Award Supporter offers libraries a way of promoting their activities to young people and Arts Award Centres for free. An Arts Award Supporter organisation does not need to run the Arts Award qualifications or have any specialist staff – they just need to think about how their existing programmes can contribute to Arts Award! All libraries already offer opportunities for children and young people to find out about artists and cultural opportunities as part of their core work so are already acting as Supporters. Signing up for Supporter is a simple on-line process.

Signing up to Supporter may however be the first step to libraries wishing to offer Arts Award themselves as a Centre.

### **3. Brief**

Artswork actively supports organisations developing Arts Award. We have supported a number of libraries to engage in Arts Award Discover through the Summer Reading Challenge, and Arts Award Bronze, through libraries working with teenage volunteers.

We are now keen to encourage more libraries to engage with Arts Award and sign up as an Arts Award Supporter. To date in the South East only Wokingham libraries service are registered for Arts Award Supporter although a number are Arts Award Centres, (Slough, Portsmouth, Oxfordshire, and The Beaney, Canterbury). Artswork therefore wishes to engage a consultant's services to work on our behalf to engage libraries with Arts Award and encourage libraries to sign up to be an Arts Award Supporter.

### **4. Overall purpose of the contract**

Libraries have proved to be difficult to engage in Arts Award although many are already fulfilling the requirements of Arts Award Supporter and would benefit from an enhanced understanding of the value of the qualification for children and young people. Artswork has spoken about Arts Award at ASCEL, SCL and CILIP meetings and an article from Slough Library Services has been published in the CILIP magazine.

We wish the consultant to identify the barriers to libraries' engagement in Arts Award, both as Centres and Supporters, and to overcome those barriers to achieve a 40% sign up of SE library services as Supporters of Arts Award as a first stage. From this we would like the consultant to encourage 10 individual libraries to develop as an Arts Award Centre – either offering Discover through the Summer Reading Challenge in 2015 or through another route.

We do not wish to dictate how this will be achieved but envisage there will be an element of consultation with libraries, library services and organisations such as ASCEL, followed by an engagement programme building library staff confidence and knowledge of Arts Award and achieving sign up. Artswork wish for a final report which identifies barriers and how they have been overcome with suggestions for further development of libraries work with Arts Award.

**Our aim is a target 40% library services in South East signed up as Arts Award Supporter (i.e. 7 out of 19 services. Whole library services can be signed up as a single unit.). We would like to see 10 library branches running Arts Award for the first time.**

### **5. Deliverables required**

- **90% of SE library services aware of Arts Award and what it offers.**

- **7 library services signed up to Arts Award Supporter through the Arts Award website.**
- **10 library branches in SE running Arts Award for the first time by March 2015.**
- Interim report – end of October 2014 to include summary recommendations. (This is to fit with our forward planning timetable)
- Case study of main findings drawn together for dissemination on web and as downloadable pdf by end Mar 2015?

## **6. Management and reporting arrangements**

The appointed consultant will be contracted by Artsworld. They will be expected to work closely with Artsworld Strategic Manager Ruth Taylor and Arts Award Programme Manager Rose Kigwana (with contracts dealt with by Programme and Contracts Manager, Donna Vose).

### **Confidentiality**

The appointed organisation(s) or individual(s) are required to maintain the confidentiality of all proprietary or privileged information to which they may be party to in the course of the contract and they are expected to work on behalf of Artsworld.

### **Experience required**

It is expected that the appointee will be able to command the respect of those they are working with and will have considerable expertise and the following essential skills and experience:

- Considerable experience in working with libraries.
- Excellent written and verbal skills with the ability to communicate effectively with a range of stakeholders in a range of settings
- Excellent experience and knowledge of Arts Award , in particular working with arts and cultural organisations and within both formal and informal children and young peoples settings
- Excellent IT skills
- Good understanding and knowledge of the cultural education agenda

## **7. Timetable**

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|---|--------------------------------------|
| • Closing date for responses :            | 14 <sup>th</sup> August              |
| • Interviews:                             | 22 <sup>nd</sup> <sup>t</sup> August |
| • Consultant selected and work begins w/c | 29 <sup>th</sup> August              |
| • Interim report                          | 31 <sup>st</sup> October             |
| • End of contract and final report        | 15 <sup>th</sup> March 2015          |

## **8. Fee**

An amount of up to £10,000 is available for this work – inclusive of VAT and all expenses to the consultant with a further £10,000 available to libraries, managed by the consultant, to support them in developing Arts Award.

## **9. Next Steps**

Those interested in working on this development programme should provide a quotation

documentation which should not exceed 1,000 words (excluding any annexes) and should include:

A response to the development programme brief and outlining how you propose to deliver it

A timetable for delivery

A breakdown of days and costs related to management against the planned work including VAT.

A detailed expenditure budget to provide details of all anticipated costs connected with the delivery of the brief. These should be described in sufficient detail to allow assessment of reasonable costs and more generally the efficiency of the proposed approach.

NB If you are planning to involve other members of a team, please provide a statement of the number of days/hours each team member will work on the evaluation along with their job title and daily rates (if applicable) The following should be included as appendices:

- CVs and details of the personnel proposed to carry out the work
- Examples of previous relevant work
- Names and contact details of two referees - at least one of these should have knowledge of your work in a freelance capacity
- Details of your professional indemnity and public liability insurance

To discuss the brief or for more information, please contact [ruth@artswork.org.uk](mailto:ruth@artswork.org.uk)

07848 954595

\*The South East covers - Kent (excluding Medway, and the area covered by the North Kent authorities of Dartford, Gravesham and Swale), Hampshire, the Isle of Wight, Portsmouth, Southampton, Surrey, East and West Sussex, Brighton & Hove, Berkshire (6 unitary authorities), Oxfordshire, Buckinghamshire and Milton Keynes

## **Artswork**

Artswork's mission is to place the arts, culture and artistic practice at the heart of work for, with and by children and young people (CYP), and to champion, lead and facilitate high quality work led by artists and arts organisations including the development of young arts practitioners and leaders. Working across the arts and education sectors, Artswork acts as a strategic leader and specialist arts organisation of influence:

- working locally, regionally and nationally,
- in partnership with arts, cultural and youth organisations,
- shaping arts and education and youth policies and practice,
- and acting as a national champion to increase opportunities for CYP to lead, participate, work in, experience and enjoy the arts.

Within its role as the Bridge Organisation for South East England, funded by Arts Council England, Artswork is supporting the delivery of the Arts Council's goal to ensure that every child and young person has the opportunity to experience the richness of the arts and culture.

Artswork is developing and delivering a strategic approach to increase access to the arts and culture for children, young people and their families, in and out of school (particularly in areas of least engagement) under the following priorities:

- Priority One To improve the delivery of arts and cultural opportunities for children and young people
- Priority Two To raise the standard of arts and cultural work being produced for, with and by children and young people

The Arts Council England's definition of the culture sector, for the Bridge role, includes Arts, Libraries, Film, Museums and other Heritage settings.