



**Lincolnshire Local Cultural Education Partnership (LLCEP)**

**Project Producer (Freelance)**

**Fee: £13,200 / £220 per day**

**Deadline: Monday 11<sup>th</sup> November 2024 – 12 Noon**

LLCEP is seeking an experienced freelance Project Producer (this is open to both individuals and organisations) to support the implementation and development of the recently launched LLCEP: [Lincolnshire Cultural Education Partnership | LMS](https://lincslocalservice.org) [🔗 \(lincsmusicservice.org\)](https://lincsmusicservice.org)

<b>Role</b>	Project Producer (Freelance)
<b>Fee</b>	£13,200 / £220 per day
<b>Reporting to</b>	Head of Lincolnshire Music Service and Lincolnshire Music Education Hub Strategic Group
<b>Responsible for</b>	Assistant Project Producer (March 2025-July 2026)
<b>Duration of contract</b>	From January 2025 – July 2026 (or sooner than Jan 2025 if available) 60 Days – Usually Term Time only to link in with Lincolnshire Music Service
<b>Hours</b>	1 day per week (or 8 hours equivalent) – term time only
<b>Based</b>	Flexible working arrangements. The post-holder will be based at home / or can hot desk at Lincolnshire Music Service HQ (Cherry Willingham). Funding is available for ICT equipment set-up.

**Overview**

**Lincolnshire Music Service** is excited to announce the launch of the **Lincolnshire Local Cultural Education Partnership** supported by *Arts Council England*. Evidence shows that access to creative opportunities can make a massive difference to young people’s development, but there are often a huge range of barriers that prevent young people from gaining those experiences, especially in large rural areas like ours.



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The aim of this new project is to improve access to cultural education opportunities for young people in some of the most rural parts of our county, by working with a range of partners to find new ways of developing and delivering creative learning.

*“We’re so pleased that Arts Council England is supporting our ambition of more cultural and creative opportunities for our young people in Lincolnshire. We know the difference a quality cultural education can have on our young people to ensure they can succeed in their future lives. We’re really excited to work with partners and schools across the county to make this a reality”*

**Jennifer Mckie, Head of Lincolnshire Music Service**

Through previous pilot projects that have taken place over recent years (see below), **Lincolnshire Music Service** has established a unique partnership model working with local schools, creative professionals, teachers and specifically with Lincolnshire’s own **Rhubarb Theatre**. This *new* programme will deliver a 2-year creative partnership across the county that will focus on young people’s sense of place and aim to be transformational. Working initially with 20 rural primary schools who support some of our most vulnerable communities, the aim will be to establish, deliver and drive a step change in offering creative & cultural opportunities for young people. We will also work with existing networks to add value and identify areas for development and growth across the county.

There will be three strands of delivery:

**1. Education**

The Lincolnshire LCEP will work with 20 identified rural schools to spotlight local talent, deliver workshops to unleash creative potential and enliven a passion and knowledge for the arts.

**2. Collaboration**

Micro-investments for emerging collaborations between schools and the creative sector driven by evidenced need.

**3. Development**

Develop relevant, ambitious creative/cultural practice and offers with and for local people and their communities

To learn more about this exciting new opportunity visit:

[Lincolnshire Cultural Education Partnership | LMS !\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd\_img.jpg\) \(lincsmusicservice.org\)](https://www.lincsmusicservice.org)

To find out more about LCEPs visit:

[Local Cultural Education Partnerships \(LCEPs\) | Arts Council England](https://www.artscouncil.org.uk/local-cultural-education-partnerships)

**Background & Further Information**

*“In Key Stages 2 and 3, schools need to provide a broad, rich curriculum to ensure pupils are equipped with the knowledge and cultural capital they need to succeed in life. Evidence shows that the arts make an invaluable contribution to the development of creativity in young people. Through engaging in opportunities for creative learning, grounded in subject-knowledge and understanding, pupils’ creative capacity will be nurtured, and their personal, social and academic development greatly enriched”*

[Durham Commission on Creativity and Education | Arts Council England](https://www.artscouncil.org.uk/durham-commission-on-creativity-and-education)



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### What *are* Local Cultural Education Partnerships?

The idea for LCEPs was developed in partnership with the Department for Education (DfE) in 2015, with the aim of improving the alignment of cultural education of young people. Pilot LCEPs were launched in Great Yarmouth, Bristol, and Barking & Dagenham. Since then, the success of these partnerships has inspired the emergence of 140 LCEPs across England.

The details of how each of these 140 LCEPs is designed and delivered is determined entirely by the local partners who have taken the project on - there is no set route for creating an LCEP and consequently they are all different.

### What is the journey that led to the formation of the Lincolnshire Local Cultural Education Partnership?

It has taken quite a bit of time to find the right way to develop an LCEP for Lincolnshire. This is the timetable of all of the projects that have taken place in the last 8 years that have led to this point: -

<b>2016</b>	Initial research and development work led by soundLINCS commissioned by The Mighty Creatives (TMC)
<b>2018</b>	School Improvement work delivered in Mablethorpe led by Magna Vitae commissioned by TMC
<b>2020</b>	Small-scale research piece regarding the appetite for a Lincolnshire LCEP led by Lincolnshire Music Service commissioned by TMC.
<b>2021</b>	Development of LCEP Theory of Change and Report detailing potential models of delivery led by LMS commissioned by TMC.
<b>2022</b>	Application to Arts Council England to deliver 10 hyper-local projects - application rejected
<b>2023</b>	Application to Arts Council England 'Creativity Hive Mini' to deliver 10 creative theatre projects in partnership with Rhubarb Theatre and build capacity and sustainability led by LMS – application successful.
<b>2023/24</b>	Delivery of 10 creative theatre projects to rurally isolated Lincolnshire schools and the development of a proposal to build sustainability beyond 2024.
<b>2024</b>	Application to Arts Council England to formally launch an LCEP with a delivery arm to 20 schools in partnership with Rhubarb Theatre – application successful.
<b>2024</b>	Autumn – Lincolnshire LCEP project begins.

### Have the delivery partners already been selected?

Yes, the 20 rural schools and our main delivery partner, Rhubarb Theatre, that supported the original submission to Arts Council England, are all signed up.

Lincolnshire Music Service is also working with the *KYRA Teaching Alliance* as a principal conduit for the identified schools and also with *Simon Hollingworth*, a local Creative Producer, who is acting as the project mentor.

### How were the partners selected?



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Each of the selected schools were identified based on a number of factors including:

- Rurality (including isolation)
- Low Number of Pupils on Roll
- Free School Meal / Pupil Premium %
- School Priorities
- High Number of SEND Pupils

Rhubarb Theatre was approached to support the pilot phase of the project in 2023/2024 which proved to be very successful and the partnership was consequently developed further into the Lincolnshire LCEP proposal to ACE. The KYRA Teaching Alliance already works closely with the Music Service and was well placed to advise on identifying relevant rural schools and Simon Hollingworth is a well-established Producer who has a background in arts education.

**Is there a cost for the identified schools to participate?**

Yes, each school is contributing £150 to the programme.

**Will there be opportunities for other schools and partners to get involved?**

Yes, we have some additional funding available for hyper-local activities, networks and CPD opportunities which will be disseminated further in due course. This funding is limited though and will be distributed on a case-by-case basis. We will also be looking for schools and creative partners to join our Advisory Committee to support the development of the Lincolnshire LCEP.

**Will there be future opportunities for a further round of activities?**

Hopefully yes, however this will be subject to Lincolnshire Music Service securing further funding.

**How will the Lincolnshire LCEP be managed?**

Two part-time freelance staff will be recruited in the coming weeks to manage the Lincolnshire LCEP, a *Project Producer* and an *Assistant Project Producer*.

They will report to Jennifer Mckie, the Head of the Lincolnshire Music Service and the activities of the Lincolnshire LCEP will be steered by an Advisory Committee, the members of which will also be recruited in the coming months.

To find out more and to register your interest, please e-mail [CulturalEducation@lincolnshire.gov.uk](mailto:CulturalEducation@lincolnshire.gov.uk)




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## Role of Project Producer

The Project Producer will support LLCEP by:

- Providing the administrative support to implement and develop the LLCEP in line with our recently successful Arts Council England project application.
- Overseeing the LLCEP budget, monitoring income and expenditure in line with the proposed projections.
- Coordinating the LLCEP schools' delivery arm with a planned outreach programme to 20 confirmed schools in partnership with Rhubarb Theatre.
- Managing and building relationships with the local cultural and creative sector leading to networks (including adding value to existing infrastructures) as well identifying additional outreach opportunities through micro-investments by the LLCEP.
- Supporting the recruitment and line management of the Assistant Project Producer role (March 2025- July 2026)
- Recruiting and engaging with new LLCEP partners including educational settings, creative practitioners and organisations, health and wellbeing professionals, children and young people who represent the demographic of Lincolnshire.
- Co-ordinating digital and social media presence; establishing and increasing followers to social online platforms and updating the LLCEP page within the LMS website ([Lincolnshire Cultural Education Partnership | LMS](https://www.lincolnsire.org.uk/cultural-education-partnership-lms)  ([lincsmusicservice.org](https://lincsmusicservice.org))).
- Providing administration support in the creation of a marketing and communications plan.
- Creating and distributing a quarterly e-newsletter.
- Planning and delivering events/activities for LLCEP to support and widen the reach and build awareness. Please note there is a separate budget for micro-investments and networking.
- Co-ordinating, forming and administration of a LLCEP Steering Group and any subsequent Task and Finish meetings including minute taking, arranging venues, invites and catering.
- Acting as a point of contact for all partners.
- Identifying and applying for funding and investment to fund LLCEP activity, programmes, and the role post July 2026 with support from LLCEP Partners and LMS.
- Actively networking with local, regional and national Cultural education Partnerships to learn from best practice and raise the profile of LLCEP.
- To undertake any other administrative duties set by the head of Lincolnshire Music Service and Lincolnshire Music Education Hub Strategic Group.

The post holder will manage their own workload, priorities and deliver project administration effectively. It is essential that they are ICT literate and are self-sufficient in office administration.

## Person Specification

### Essential

- 2 years minimum professional project management experience
- 2 years minimum professional experience in working with a wide range of arts/cultural/heritage and/or education partners and funders
- Evidence of professional experience in fundraising
- Experience of working independently and managing own workload and priorities
- Experience of creating marketing and publicity content to raise brand awareness



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- Excellent administration skills including competent use of all Microsoft office packages
- Up to date working knowledge of the cultural and education sector for and with children and young people
- Strong communication and interpersonal skills including presentation and writing skills
- Experience of organising, managing and delivering both online (using Zoom/Teams) and in person meetings and events
- Passion and interest in engaging children and young people of Lincolnshire

### Desirable

- Good working knowledge of the functions of Local Cultural Education Partnerships (LLCEPs)
- Experience of working with educational institutions
- Working knowledge of Lincolnshire

### General Requirements

- The Project Producer will manage their own workload and priorities.
- The Project Producer will be freelance and will be responsible for their own tax and national insurance contributions.
- Please be aware that the successful suppliers will be required to undergo assessment as to whether they fall in scope for HMRC's new IR35 regulations. If they are deemed to be in scope tax will be deducted at source and paid directly to HMRC.
- Attend Lincolnshire Music Service Strategic Group and sub-group meetings as required.
- This role is subject to Disclosure Barring Service (DBS) check and two satisfactory references.

### To apply please provide:

- A CV with contact details for two references, ideally including one which is linked to working with education, and any links to appropriate websites or LinkedIn.
- A covering letter (no longer than 2 pages) outlining your skills and experience relevant to the job description and personal specification.
- Information about whether or not you have a current enhanced portable DBS.

### Please email your application to:

Jennifer McKie (Head of Lincolnshire Music Service): [culturaleducation@lincolnshire.gov.uk](mailto:culturaleducation@lincolnshire.gov.uk)

**The deadline is:** Monday 11<sup>th</sup> November 2024 – 12 Noon

**You will be notified if shortlisted no later than:** Friday 15<sup>th</sup> November 2024

**We will invite shortlisted applicants to an interview at Lincolnshire Music Service HQ (Cherry Willingham Primary School) on:** Thursday 21<sup>st</sup> November – Please pencil this date in your diary

No alternative date will be provided so please take this into account when making your submission

- If you are invited to an interview, please let us know if you have any access requirements so that we can accommodate your needs in advance.



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- LLCEP is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner. All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- LLCEP recognises and respects every individual's differences. We welcome applications from individuals who identify with any of the protected characteristics defined by the Equality Act 2010 and from many of the diverse backgrounds that reflect those living and working in Lincolnshire.

For additional information or to find out more about the partnership please contact:

Jennifer McKie – Head of Lincolnshire Music Service

Email: [culturaleducation@lincolnshire.gov.uk](mailto:culturaleducation@lincolnshire.gov.uk)

This role is funded by Arts Council England and administered by Lincolnshire Music Service on behalf of Lincolnshire Cultural Education Partnership (LLCEP).



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