

Thank you for your interest in the role of Children & Families Programme Lead at the Bluecoat.

This role sits within our Participation team and focuses on leading the Children and Families strands of our work, including Out of the Blue art clubs, Baby Book Club, and our wider public family offer.

The Bluecoat has a well-respected and long-established participation programme, developed over the past two decades. Our work seeks to inspire, connect, and develop skills to foster artistic ambition, while maintaining the essential values of empowering, responsive participatory practice in an ever-changing world.

As an organisation, we are committed to reaching new audiences and engaging as wide a range of people as possible—supporting their connection to creativity and civic life. The Children & Families Programme Lead will play a key role in this, building relationships with children and families, particularly those who may not currently engage with arts and culture.

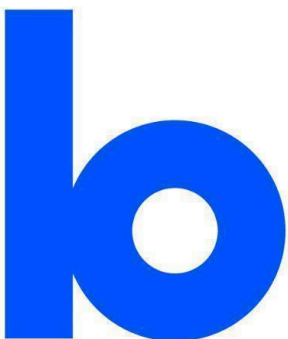
We are looking for someone who can work flexibly and dynamically, comfortably shifting between delivery and project management, often in the same day. The Programme Lead will bring Bluecoat's brand pillars to life—inspiring curiosity, delivering an inclusive programme, and unlocking the creative process. You'll be a creative thinker, with excellent organisational, interpersonal, and communication skills, and a keen eye for detail.

The Bluecoat acknowledges that its current workforce does not reflect the cultural and ethnic make-up of our audience, and we therefore welcome applications from candidates from as diverse a range of backgrounds as possible, who meet the required criteria.

This job pack provides further background on the Bluecoat and the essential and desirable skills needed for the role. There are also contact details if you would like more information.

We look forward to hearing from you.

Best Wishes,
Laura Yates
Head of Participation, the Bluecoat.



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In this job pack you will find:

1. About the Children & Families Programme Lead Job
2. About the Children & Families Programme
3. How to Apply
4. About Bluecoat
5. Job Description and Person Specification
6. Further Information

1. About the job

Children and Families Programme Lead

Salary: £26000, pro rata

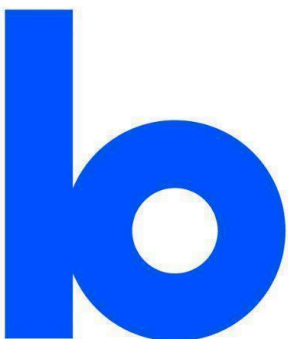
Contract: 12 months initially with possible extension (funding dependant)

Responsible to: Head of Participation, Laura Yates

Hours: 22.5 per week typically Tuesday - Thursday. Extra hours will be available for weekend working.

Annual Holidays: Pro rata holidays, based on full time equivalent of 33 days including bank holidays (which may be worked, except for Christmas Day, Boxing Day and New Year's Eve when Bluecoat is closed)

The Children & Families Programme Lead role combines project management with in-person creative delivery of the Children & Families programme. You will be responsible for ensuring that any creative activities the Bluecoat delivers meet our quality principles. The job will involve working with a range of children and young people of all ages, and their families, though our current focus is children aged 5 - 11.



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The Children & Families Programme Lead is responsible for a small team who work together to deliver our Out of the Blue art clubs as well as delivering the majority of our public family programme. Much of our work is delivered offsite, across Liverpool and the wider city region; in schools or in other cultural venues, so this role will require a willingness to travel and the ability to think on your feet and adapt to different locations.

All of our programmes follow a regular schedule so a willingness to commit to a strict timetable as well as good time management skills are essential.

The Bluecoat has developed an evaluation framework based on the *Five Creative Habits of Mind* (Claxton et al) which the Children & Families Programme Lead will champion, alongside being responsible for all evaluation and monitoring of the Children & Families strands of work.

You will be responsible for managing the Children & Families budget as well as contributing to the management of cross departmental project budgets.



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This role will require a lot of cross-departmental work so we are looking for someone who can communicate effectively across teams, both via email and in person.

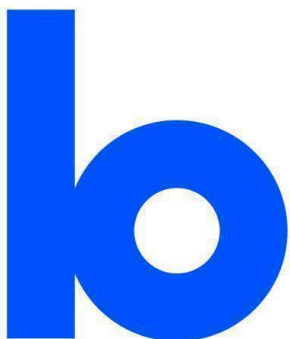
2. About the Bluecoat's Children & Families Programme

At the heart of our Children & Families programme is our Out of the Blue (OOTB) after school art clubs. OOTB addresses inequality of creative opportunity in the Liverpool City region, where many children live in poverty, by providing regular arts opportunities for children aged 8 - 11 from restricted economic backgrounds, enabling them to develop their own cultural capital.

OOTB clubs operate in wards with households in the 1% most deprived in the country, delivering free weekly art sessions and holiday activities. Each club is unique, reflecting the diversity of each community: children from countries in conflict, Global Majority backgrounds, restricted economic situations and with Special Educational Needs.

OOTB nurtures children's creative potential through informal provision, encouraging the development of imagination, curiosity, persistence, collaboration and artistic growth. These creative experiences, linked to Bluecoat's arts and cultural legacies programme, aim to enhance children's quality of life and open up future opportunities.

Integral to this role is the development of relationships and partnerships with primary schools in the Liverpool area. We currently have 2 school partnerships and are keen to develop further relationships as and when funding is available.



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This role is also about developing family connections and encouraging attendance at the Bluecoat by families and children with a focus on those who might face exclusion or are least likely to attend.

As part of the OOTB programme, during the school holidays we welcome children to the Bluecoat for full days of creative activities. The Children and Families Programme lead will play a primary role in planning and delivering these sessions and related logistics. We also actively encourage and support these children and their families to attend our public programme at the Bluecoat, through the provision of travel vouchers and additional support where needed.

Our public Children & Families programme consists of a combination of workshops run in house by the Participation Team and live events and exhibitions run in collaboration with artists and staff from our Programme Team.



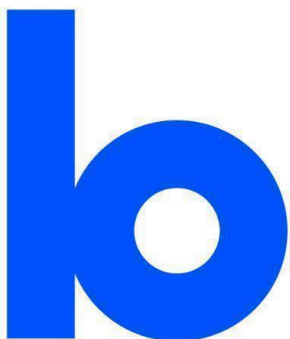
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Another important part of our work is the facilitation of our popular Baby Book Club, both on site and in outreach contexts. Baby Book Club is an innovative 6 week course developed and designed with artist and educator Roger Hill. The course is designed to give parents and carers the skills and techniques they need to encourage their babies to engage with books.



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3. How to Apply

You can apply for this role using the Application Form and Equal Opportunities Monitoring Form only. We will not accept CVs.

Either 1) submit both these forms (in Word Document format) by email to recruitment@thebluecoat.org.uk quoting 'Children and Families Programme Lead' in the subject line.

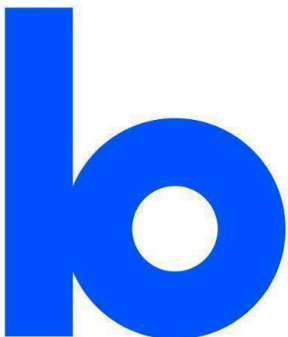
or 2) Send both completed forms by post:
Recruitment, Bluecoat, School Lane, Liverpool L1 3BX

Closing date for applications: 5pm on Wednesday 2nd July

Interviews: Interviews will take place w/c 7th July 2025 and the role will commence on 1st August 2025 if possible.

If you have any questions or would like to discuss the role please contact Laura Yates, Head of Participation on laura.y@thebluecoat.org.uk

After shortlisting against Essential and Desirable criteria, shortlisted candidates will be invited for an interview. We will let you know who is on the panel and answer any other questions that you might have. During the interview our main aim will be to find out about you and your experience and what motivated you to apply for the role.



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4. About the Bluecoat

Background

The Bluecoat is Liverpool's centre for the contemporary arts - a bustling cultural venue which sees 700,000 visits each year. Our city centre positioning, the heritage of our building and our hospitality business help us to attract an audience to the Bluecoat which is diverse in age, gender, disability, ethnicity and socio-economic background. The Bluecoat hosts a regular programme of exhibitions, live events, workshops and discussions covering a range of art forms including visual art, music, dance and literature. We run a participation programme which enables people who might otherwise face barriers to engagement to be involved in the contemporary arts. Alongside this offer, the Bluecoat is also home to a community of creative retailers, working artist studios, a cafe and a bistro. The Bluecoat was the UK's first arts centre and is based in a grade I listed building, the oldest in Liverpool city centre.

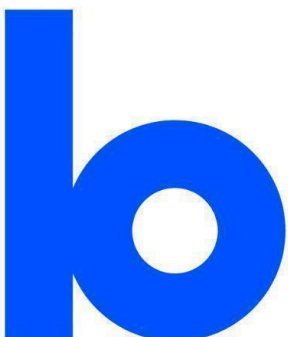
History

The oldest building in Liverpool city centre, Bluecoat has a fascinating history. It started life as a church charity school for orphans 300 years ago. The school moved to Wavertree in 1906 and the building has been an arts centre, the first in the UK, ever since.

Bluecoat's eighteenth-century origins are connected to the sea, when many merchants supported the school with funds derived from maritime trade, including transatlantic slavery. The arts centre continues to interrogate this and other colonial histories through exhibitions, performances and projects, working with artists and communities, as well as ongoing research.

Bluecoat has always played a major part in Liverpool's cultural life, from hosting the likes of Picasso and Stravinsky during the early twentieth century, to developing relationships with artists such as Yoko Ono and George Melly. Its public programmes have attracted national acclaim for hosting leading figures from the arts and entertainment worlds while nurturing new talent locally.

Surviving wartime bombs and turbulent political and economic times, Bluecoat remains a symbol of Liverpool's resilience and creativity. For more on Bluecoat's history visit our online archive www.thebluecoat.org.uk/library



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Vision

The organisation is entering an exciting period of change. We have recently finalised a new ten year strategy which outlines our ambition to provide a space for the public to experience contemporary arts, and visual culture, in new and exciting ways. As a worksite for artists we will experiment with new ways of bringing process and progress into the public domain, working with artists who find this an exciting prospect.

Audience

Bluecoat is a well-loved venue in Liverpool city centre. People use it for many reasons; as a meeting place, a workspace, a place to rest while shopping, a cut through to Liverpool ONE and a place to experience art in different ways through exhibitions and events. We are keen to make sure everyone is welcome and that there are a whole variety of ways the Bluecoat can be part of people's lives.

Brand strategy

The Bluecoat's purpose and brand pillars steer our marketing and communications activity:

The Bluecoat's Purpose: A home for creative potential where art and people meet. Our purpose is to create new, more meaningful ways to experience art. For artists and for everyone - we bring art into life.

Brand pillars

Breaking New Ground

The Bluecoat is Liverpool's contemporary arts centre - the first, the original. A place defined by 100 years of radical thought and creative reinvention. An independent arts centre that continues to nurture artistic talent and break new ground. Part of Liverpool's past, key to its future.

Inspire Curiosity

The Bluecoat is a creative playground, a supportive space in which to unearth new ideas and embrace something out of the ordinary. It is a place that sets out to inspire: here, you can make, debate, participate, in new and unexpected ways.



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Unlocking Creative Process

The Bluecoat brings people into the heart of the creative process, creating new opportunities for individuals and communities to interact with artists as they work. A place not just to look at but to engage with art.

Purposefully inclusive

The Bluecoat is an inclusive home for artists and creative practitioners. A place that sees potential in many voices under one roof. A platform for artists with different viewpoints and from backgrounds underrepresented in the sector. Here, artists can find their voice and share their work with a wider and more diverse public.

5. Job Description and Person Specification

Job Title: Children & Families Programme Lead	
Responsible to	Head of Participation, Laura Yates
Responsible for	Facilitators, Participation Assistants, Volunteers.
Main purpose of job	To deliver and manage the Children & Families programme.
Location	At the Bluecoat, with some of the work taking place in schools across the city region.
About the Team	<p>This role sits within the Participation Team at Bluecoat.</p> <p>The wider Participation Team works with learning disabled and neurodivergent adults and young people.</p> <p>We work closely with colleagues in the Programme, Operations, Business Development, Finance, Trading, Front of House, Development and Marketing and</p>



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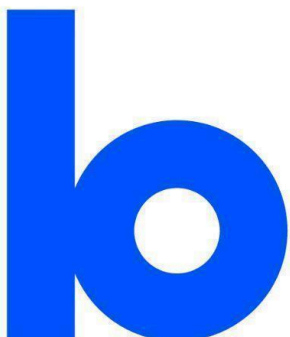


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	Communications Teams to provide a joined up approach for audiences, participants and artists.
Internal communication	Participation Team (responsible for all engagement activities including families and long term workshop groups); Programme Team (exhibitions, performances and other arts activities); Communications and Marketing Team (press, social media, print, communications); Business Development (live programme, online and in person shopping, print studio, online CRM) Front of House and Venue Staff (day to day running of building and visitor greeting); Finance Team (budgets, payments);
External communication	Project Partners; schools & teachers Project Participants; mostly children & their families. Arts/Education professionals Youth/Community Organisations; Members of the public; Artists.
Budget responsibility	You will manage the annual budget for Children & Families including the Out of the Blue art clubs budget.
Hours of Work	22.5 per week typically Tuesday - Thursday. Extra hours will be available for weekend working.
Salary	£26,000
Contract Type	Part-time, Fixed Term
Holidays	33 days per annum pro rata, inclusive of Bank Holidays.



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	As Bluecoat is open all year round (excluding Christmas Day, Boxing Day and New Year's Eve), if Bank Holidays fall on normal working days these will be expected to be worked, unless pre-booked as holiday. You will also be expected to book holidays from your annual allowance for the days Bluecoat is closed.
Main Responsibilities	
<p>Programme Management & Project Development:</p> <ul style="list-style-type: none"> Plan and manage Bluecoat's Children and Families programme with full reference to the Bluecoat's organisational priorities and values. Manage a small team, providing line management support and supervision. Liaise with colleagues in Programme to explore opportunities to collaborate on activities that bring the creative processes used by artists in our programme alive for young visitors and their families. Contribute to the collaborative writing of funding bids to support the development and growth of the programme. 	
<p>Programme Delivery:</p> <ul style="list-style-type: none"> Create and deliver a series of workshops during term time for children in collaboration with the Out of the Blue delivery team, linked to the Bluecoat's programme. Create and deliver a series of holiday activity workshops for children to take part in at the Bluecoat, including opportunities for meaningful engagement with artwork and artists. Create and deliver 2 - 3 Family Weekends per year at the Bluecoat that engage with Out of the Blue children and their families as well as our wider family audience. Collaborate with members of the Programme Team to deliver workshops and events for children & families Liaise with the Marketing Team, providing information for the creation of marketing and PR campaigns about children & families work 	



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Safeguarding:

- Ensure that all appropriate safeguarding arrangements are in place to support project colleagues, staff and participants, in line with Bluecoat's Safeguarding policy and procedures.
- Work with partners to ensure clear lines of reporting are identified.
- N.B. You will be required to have an enhanced DBS check for this role

Budget Management:

- Manage the project budget, which will include artist fees, materials, travel, space hire, transportation and hospitality.

Evaluation and Reporting:

- Lead the ongoing monitoring and evaluation of the Children & Families programme of work to establish impacts and outcomes, as well as assess the success of different delivery approaches.
- Collaborate with colleagues to share ongoing progress of projects.

General:

- Uphold the Bluecoat's values as an inclusive and collegiate organisation.
- Carry out all duties with full regard to the Bluecoat's Equal Opportunities and Health and Safety policies.
- Carry out any other duties as required that are reasonably commensurate with the level of this post.

Person Specification

Please read this section before starting your application.



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All the criteria in this person specification are important, but those headed Essential are the most important requirements. Please make sure you give examples of how you meet the essential criteria when writing your application.

Those marked Desirable should be referred to if you have them.

Your application will be scored on the criteria in the person specification, and the more criteria you can demonstrate through examples will increase your score. This will determine whether you are invited to interview. If invited for an interview, your suitability for the job based on these competencies will be assessed further.

Skills and Experience

Essential

1. Tangible and demonstrable experience of managing projects in a creative education context.
2. Experience of providing line management support.
3. Demonstrable experience of developing high-quality creative workshops for children aged 5 - 11 years.
4. Demonstrable experience of budget planning and monitoring.
5. Effective written and verbal communication skills, with the ability to convey information with clarity, in accessible formats appropriate to the needs of individual young people, community partners and the wider public.
6. Demonstrable experience of monitoring and evaluating projects.
7. Understanding of different learning styles and the ability to differentiate activities appropriately in order to engage people inclusively.



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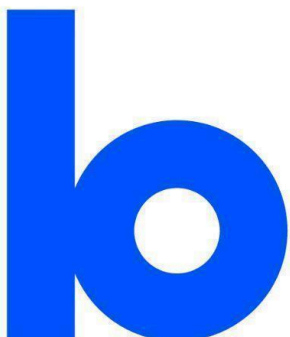


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8. Computer literate, with proficiency in word processing, spreadsheets, social media, video conferencing and the internet.
9. The ability to work on own initiative as well as collaboratively within teams.
10. The ability to work and make decisions under pressure.
11. Outstanding organisation, administration and time management skills, including an ability to manage and store documentation systematically.
Desirable
12. Demonstrable experience of working in partnership with organisations outside the arts sector, e.g. community organisations and schools.
13. Experience of contributing to funding applications.
Qualifications, knowledge and understanding
Essential
14. A degree in a visual arts or related discipline, or equivalent experience.
15. Knowledge and interest in contemporary arts and a commitment to delivering arts activities that focus on an interesting and creative process over product.
16. A working knowledge of the process of risk assessment.
17. Familiarity with current safeguarding legislation and good practice relating to children and the arts.
Values and behaviours



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Essential
18. A supportive and empowering management style and approach to working with participants.
19. A positive attitude to tackling challenges and collaborative problem solving.
20. An honest and open approach to internal communication along with an awareness of the importance of discretion and sensitivity.
21. A genuine commitment to the principles of equal opportunities and diversity.
22. A passion for bringing the contemporary arts alive to all through provision of exceptional experiences
23. A sustainable approach to developing and delivering projects which take into account reuse, recycle and repurposing where possible and minimising the carbon footprint of our work.

6. Further information

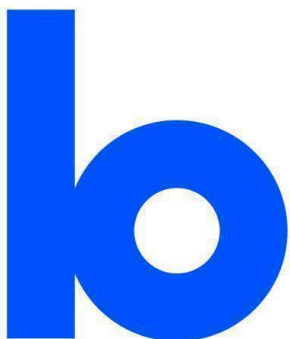
For more information, visit our website thebluecoat.org.uk

Take a look at our social platforms:

Facebook: facebook.com/theBluecoat

Instagram: [@the_bluecoat](https://www.instagram.com/@the_bluecoat)

To see more examples of the work we make in the Out of Blue art clubs, please visit
www.instagram.com/out_of_the_blue_art_club



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