

# Bluecoat

Hello!

Thank you for your interest in the Participation Manager: Children & Families Lead (maternity cover) role at Bluecoat.

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

This role will combine a mixture of project management, line management and delivery so it would be perfect for someone with experience of managing partnerships as well as experience of delivering directly to children & families.

We are looking for someone who can work flexibility and dynamically, shifting from delivery to management within the same day. We need someone who can uphold Bluecoat's brand pillars by inspiring curiosity, delivering an inclusive programme and unlocking the creative process. You'll need to be a creative thinker, with an eye for detail and great organisational and interpersonal skills.

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 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,

Mary Cloake  
Chief Executive, Bluecoat

## **In this job pack you will find:**

1. About the Participation Manager Job
2. About the Children & Families Programme
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## 1. About the job

**Full time Participation Manager: Children & Families Lead (maternity cover)**

**Salary:** £23,500

**Contract:** 6 months initially with possible extension

**Lined managed by:** Head of Participation, Laura Yates

The Participation Manager role combines project management with in-person creative delivery of the Children & Families programme. You will be responsible for ensuring that any creative activities 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.

The Participation Manager is responsible for a small team including an Artist Facilitator and a Participation Assistant. This team works 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.

Bluecoat has developed an evaluation framework based on the *Five Creative Habits of Mind (Claxton et al)* which the Participation Manager 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.

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

## 2. About the Children & Families Programme

At the heart of our Children & Families programme are 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 5 - 11 from restricted economic backgrounds, enabling them to develop their own cultural capital.

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, BAME 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.

During term time, OOTB clubs run five times a week in schools across Liverpool and once a week in Runcorn. The Participation Manager will be responsible for delivering two of these sessions each week (one in Liverpool and one in Runcorn) with support from a Participation Assistant.

As part of the OOTB programme, during the school holidays we bring children to Bluecoat for full days of creative activities. The Participation Manager will play an active 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 Bluecoat, through the provision of travel vouchers and additional support.

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.

Another important part of our work is the delivery of our popular Baby Book Club, both on site and in outreach contexts. These clubs are co-delivered in conjunction with an artist partner and the Participation Manager will be responsible for delivery of 5 of the 10 sessions from the course.

### **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](mailto:recruitment@thebluecoat.org.uk) quoting 'Participation Manager' in the subject line.

**or** 2) send both completed forms by post:

Recruitment, Bluecoat, School Lane, Liverpool L1 3BX

**Closing date for applications: 10pm on Wednesday 9th June**  
**Interviews: week commencing June 14th 2021 (to be confirmed)**

If you have any informal queries or want to know more about the role before applying please contact Laura Yates, Head of Participation

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 and find out as much as possible about you, your experience and what has motivated you to apply for the role/

## 4. About the Bluecoat



*School children celebrate the Bluecoat building's 300th birthday, 2017*

### **Background**

Bluecoat is Liverpool's centre for the contemporary arts - a bustling cultural venue that sees 700,000 visits each year. Our city centre positioning, our building's heritage, and our hospitality business help attract an audience that is diverse in age, gender, disability, ethnicity and socio-economic background.

We host a regular programme of exhibitions, live events, workshops and discussions covering a range of art forms including visual art, music, dance and literature. Our participation programme enables people who might otherwise face barriers to engagement to be involved in the contemporary arts. Bluecoat is also home to a community of creative retailers, working artist's studios, a cafe and a bistro.

Bluecoat is based in a grade I listed building, the oldest in Liverpool city centre, which is complemented by an award-winning twenty-first century arts wing that opened in 2008 for Liverpool's year as European Capital of Culture.

### **History**

Bluecoat has a rich history. Founded in the early 1700s as the Blue Coat Hospital, a charity school for orphans, it was established by the Anglican Church and a wealthy merchant, Bryan Blundell. Like many of the school's trustees and subscribers, Blundell profited from the transatlantic slave trade and goods that it enabled, such as

cotton, sugar and tobacco. The Blundell family dedicated their lives to the school, which still exists today.

In 1906 the school moved to new premises and the following year a group of artists moved into the building, bringing to Liverpool the art of Picasso and Matisse, and establishing the UK's first arts centre in 1927. The building has been a focus for creativity ever since, playing a major part in Liverpool's cultural life and gaining a reputation far beyond for its lively exhibition and performance programmes.

Bluecoat has a long commitment to working with artists from diverse backgrounds through its exhibitions, commissions, studio residencies and partnerships, including with Liverpool Arab Arts Festival and Deaf and disability arts festival, DaDaFest. Much of this has been documented and there is a rich archive – photographic, audio-visual, printed - at the arts centre and Liverpool Record Office, and on the My Bluecoat website, <https://mybluecoat.org.uk/home/>. This includes material relating to our diverse arts programme, specifically involving Black artists and other Artists of Colour. It provides a lens onto a critical period for the development of diverse arts practice in the UK.



*Archive display focussing on Bluecoat's work with diverse artists*

### **Vision**

Bluecoat 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 art 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. We will open up our building's cultural legacies to artists and audiences through interpretation, engagement and research.



*Liverpool Arab Arts Festival in Bluecoat's garden; poet Chuck Perkins participating in Bed-In at the Bluecoat, 2010*

### **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 Bluecoat can be part of people's lives.

### **Working at Bluecoat during COVID**

Bluecoat is now open to the public five days each week, with staff working on site where they are comfortable to do so and where specific tasks necessitate access to the building. Staff are also working from home, with many meetings taking place on Zoom, and line management continues via phone, email, Zoom meetings and, where appropriate, distanced meetings.

We will provide you with a workspace, computer and other usual equipment in our offices at Bluecoat. However, if current circumstances concerning Covid-19 remain then you will be provided with a laptop, resources and reasonable adjustments to support working from home, in addition to any Access to Work support if needed.

## 5. Job Description and Person Specification

Job Title: Participation Manager: Children & Families Lead	
<b>Responsible to</b>	Head of Participation, Laura Yates
<b>Responsible for</b>	Facilitators, Participation Assistants, Volunteers.
<b>Main purpose of job</b>	To deliver and manage the Children & Families programme.
<b>Location</b>	At Bluecoat, with some of the work taking place in schools across the city region and at Norton Priory in Runcorn.
<b>About the Team</b>	<p>This role sits within the Participation Team at Bluecoat.</p> <p>The wider Participation Team works with learning disabled adults and those living with dementia and memory loss to explore creativity and artistic engagement throughout life.</p> <p>We work closely with colleagues in the Programme, Operations, Finance, Hospitality, Front of House and Marketing Teams to provide a joined up approach for audiences, participants and artists.</p>
<b>Internal communication</b>	<p>Participation Team (responsible for all engagement activities including families and long term workshop groups);</p> <p>Programme Team (exhibitions, performances and other arts activities);</p> <p>Technical Team (construction and audio visual);</p> <p>Communications and Marketing Team (press, social media, print, communications);</p> <p>Front of House and Venue Staff (day to day running of building and visitor greeting);</p> <p>Finance Team (budgets, payments);</p>
<b>External communication</b>	<p>Project Partners; schools &amp; teachers</p> <p>Project Participants; mostly children &amp; their families and members of our Blue Room programme;</p> <p>Arts/Education professionals</p> <p>Youth/Community Organisations;</p> <p>Members of the public;</p> <p>Artists.</p>
<b>Budget responsibility</b>	You will manage the annual budget for Children & Families including the Out of the Blue art clubs budget.
<b>Hours of Work</b>	37.5 per week. Flexible working can be negotiated, with some evening and weekend working required.

<b>Salary</b>	£23,500
<b>Contract Type</b>	Full time, fixed term Maternity cover (8 months with possible extension)
<b>Holidays</b>	33 days per annum pro rata, inclusive of Bank Holidays.  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.
<b>Main Responsibilities</b>	
<b>Programme Management &amp; Project Development:</b>	
<ul style="list-style-type: none"> <li>● Plan and manage Bluecoat's Children and Families programme with full reference to Bluecoat's organisational priorities and values.</li> <li>● Manage a small team, providing line management support and supervision.</li> <li>● 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.</li> <li>● Contribute to the collaborative writing of funding bids to support the development and growth of the programme.</li> </ul>	
<b>Programme Delivery:</b>	
<ul style="list-style-type: none"> <li>● Create and deliver a series of workshops during term time for children in collaboration with the Out of the Blue delivery team, linked to Bluecoat's arts and cultural legacies programme.</li> <li>● 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.</li> <li>● Create and deliver 2 - 3 Family Workshops at Bluecoat that engage with Out of the Blue children and their families as well as our wider family audience.</li> <li>● Collaborate with members of the Programme Team to deliver workshops and events for children &amp; families</li> <li>● Liaise with the Marketing Team, providing information for the creation of marketing and PR campaigns about children &amp; families work</li> </ul>	
<b>Safeguarding:</b>	
<ul style="list-style-type: none"> <li>● 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.</li> <li>● Work with partners to ensure clear lines of reporting are identified.</li> <li>● N.B. You will be required to have an enhanced DBS check.</li> </ul>	
<b>Budget Management:</b>	
<ul style="list-style-type: none"> <li>● Manage the project budget, which will include artist fees, materials, travel, space hire, transportation and hospitality.</li> </ul>	



**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 Bluecoat's values as an inclusive and collegiate organisation.
- Carry out all duties with full regard to 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**

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 devising and delivering activities for and with children aged 5 - 11 years old in a creative learning context.
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.
8. Computer literate, with proficiency in word processing, spreadsheets, manipulation of digital images, 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.
12. Ability to use your own initiative and lead a team.
13. Experience of supporting volunteers to play active roles within a team.
14. Experience of working with learning disabled and neurodivergent adults and children.
<b>Desirable</b>
15. Demonstrable experience of working in partnership with organisations outside the arts sector, e.g. community organisations and schools.
16. Experience of contributing to funding applications.
17. The ability to network with professionals outside of their own sector.
18. A valid driving licence and access to your own vehicle.
19. Experience of writing funding applications for the development of arts programme.
<b>Qualifications, knowledge and understanding</b>
<b>Essential</b>
20. A degree in a visual arts or related discipline, or equivalent experience.
21. Knowledge and interest in contemporary arts and a commitment to delivering arts activities that focus on an interesting and creative process over product.
22. A working knowledge of the process of risk assessment.
23. Familiarity with current safeguarding legislation and good practice relating to children and the arts.
<b>Values and behaviours</b>
<b>Essential</b>
23. A supportive and empowering management style and approach to working with participants.
24. A positive attitude to tackling challenges and collaborative problem solving.
25. An honest and open approach to internal communication along with an awareness of the importance of discretion and sensitivity.

26. A genuine commitment to the principles of equal opportunity and cultural diversity.
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27. A supportive and empowering approach to working with children, parents/carers, colleagues and volunteers.
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28. A passion for bringing the contemporary arts alive to all through provision of exceptional experiences
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## 6. Further information

For more information, visit our website [thebluecoat.org.uk](http://thebluecoat.org.uk) and our archive site [mybluecoat.org.uk](http://mybluecoat.org.uk).

Have a look at our social platforms:

Facebook: [facebook.com/theBluecoat](https://facebook.com/theBluecoat)

Twitter: [@thebluecoat](https://twitter.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 our twitter page: [@ootbartclubs](https://twitter.com/ootbartclubs)

To find out more about *Our 5 Creative Ways*, please watch this short film: [Our 5 Creative Ways](#)