

Invitation to tender: Cultural Learning Alliance admin support

October 2020

The CLA is looking to appoint a freelancer to provide admin support to the two Co-Directors. The contract will be for one year in the first instance, with a review at 6 months, but may be extended.

Background

The CLA is an independent body that advocates for the rights of every child to arts and culture. It seeks to inform and influence policy making at local and national levels, from schools to arts organisation to government, to ensure that every child has access to arts and cultural learning.

The CLA consults with colleagues in the fields of education, arts, culture and heritage to inform calls to action and research. It creates the tools that the education, arts and cultural sectors need to advocate for the place and importance of arts and culture in every child's life.

The CLA has a specific focus on social justice; this informs its approach and decision making. It is anti-racist, and support calls for a culturally representative curriculum as well as arts and education workforce. A Strategy Group meets quarterly to oversee its work and direction, and an Advisory Panel offers expertise and strategic support. Day-to-day work is delivered by two Co-Directors.

Brief

This one year contract is to administer CLA Strategy Group and Advisory Panel meetings, including sending out meeting papers and taking minutes, and to provide additional admin support as required.

The contract will be managed by Sam Cairns, CLA Co-Director.

The contractor will:

- Maintain and update as needed the contact list for the CLA Strategy Group and Advisory Panel and any Task & Finish groups.
- Coordination of six Strategy Group, four Advisory Panel and up to nine Task & Finish meetings a year, including setting dates and managing RSVPs from attendees, venue and participant liaison. These are online except for one in person meeting a year.
- Take the minutes of the six Strategy Group and four Advisory Panel meetings a year.
- Manage the CLA Info email address by responding to/forwarding emails as appropriate.
- Create and maintain good professional relationships with the CLA's partners.

Competencies



- Strong organisational, scheduling and communication skills.
- Experience of coordinating large meetings of over 40 people and taking minutes of meetings.
- Experience using Excel and online meeting tools.
- Strong attention to detail and ability to self-manage.
- Knowledge of the education and cultural sector desirable.

Budget

The fee for this work will be £4,800 (including VAT and expenses). Payment schedules will be negotiated with the successful supplier.

Tender process

To tender for this contract please send your CV and up to 600 words outlining your suitability for the contract to sam@culturallearningalliance.org.uk by 28 October 2020. Please provide two references we can contact about your suitability for the contract.

Please send any questions to sam@culturallearningalliance.org.uk.