



**Glasgow Arts Partnership  
Freelance Project Coordinator  
Role Description  
May 2021**



## Project Background

The Glasgow Arts Partnership is a collaboration between participatory arts organisations and freelance creative practitioners across Greater Glasgow, covering a range of disciplines and backgrounds. An arts or creative project is 'participatory' if people from a thematic or geographical community take part and the purpose is to instill positive social change. The emphasis is always on the process and the needs of those who are engaged, not the end product.

The partnership is led by Glasgow CAN, which exists to nurture and develop the participatory arts sector in Glasgow so that every Glasgow resident has access to creative provision. This is achieved through supporting a membership of over four hundred small-to-medium-sized organisations and creative practitioners with networking, advocacy, training, funding and business development.

Glasgow CAN has a particular focus on ensuring access to the arts with groups and communities that are underrepresented, in areas of deprivation in the city. At the heart of the partnership's delivery will be a strong belief in the arts as a tool for positive social change through connecting participatory artists with communities across the city and surrounding area.

Often barriers exist between small creative organisations or freelancers accessing tender or funding opportunities. Through being a member of the new Glasgow Arts Partnership, Glasgow CAN will lead on identifying relevant funding or tender opportunities which will help ensure this barrier is lifted and more opportunities for collaboration and economic or business development are created. Grassroot practitioners will be able to do what they do best: deliver. This leaves the administration and management of the project to a partner they trust and who has the expertise.

As the lead organisation, Glasgow CAN is committed to improving the quality of participatory arts activities that the consortium delivers. Funders and buyers will have a clear understanding of the skills and knowledge of the practitioners, what will be delivered and what policies and procedures are in place to support the project. A skills database will be available to interested parties to access, as will policies and procedures. Customers will be reassured that all of the freelancers and organisations involved are all of an agreed standard to deliver the work through a carefully conducted application and selection process. They will also be reassured that members will be kept up-to-date with relevant policy and legislation in order to carry out any projects. All members will be working under clear guidance and in conjunction with relevant policy legislation and industry standards in regard to rates of pay.

The outcome of the projects delivered by the partnership should be shaped by those involved and the needs of communities. The purpose of the project should be of benefit to the participants, for example to achieve positive social change, raise confidence and self-esteem, promote community cohesion or raise awareness of an issue affecting people's lives. The project must be accessible and where possible activities should be free to participants. Monitoring and evaluation must be integral to the process and practitioners should be self-reflective. A project report will be completed as standard at the end of every project and will be made available to relevant parties.



## What has been achieved so far?

Glasgow CAN has been working closely with an adviser from Partnership for Procurement (P4P) since May 2019. The Glasgow CAN membership were asked to get involved and 28 members formed a Working Group. The Covid-19 pandemic has slowed the processes, but the Working Group were able to meet monthly between July and November 2020. Key policies and procedures were developed during this time as well as research into opportunities and models of working. P4P have supported Glasgow CAN through this process until it was put on hold in November 2020.

A period of market research and project development should now take place to reengage the Working Group, attract new members and identify if there is a demand for the partnership from potential customers. Glasgow CAN has secured seed funding from Creative Scotland to contract a Freelance Collaboration Lead to drive the project forward between July and December 2021.

### Partnership Objectives

SMART objectives agreed by the partner organisations / freelance artists include:  
(Deadlines previously agreed but will be revised)

- Identify other interested parties within the Glasgow CAN membership and out-with
- Proactively contact members from minority backgrounds for inclusion as part of the working group
- Draft spreadsheet containing details of working group members and other interested parties, services offered and other expertise of resources
- Agree next steps and finalise an initial project plan
- Finalise consortium selection processes
- Draft and finalise a consortium Memorandum of Understanding
- Conduct Market research to establish if there is a demand for the partnership

Longer term objectives agreed by the partner organisations include:

- To improve collaboration between creative practitioners and participatory artists/arts organisations in Greater Glasgow and with stakeholders / customers
- To increase the skills and capacity of arts organisations and individual artists to bid for and deliver contracts or funded projects
- To improve the perceived value of creative and participatory arts as a whole
- To enable local communities to better access participatory arts practices and artists
- To implement and deliver an ongoing programme of training and support for consortium members once processes are in place and the consortium has been formally established

# GLASGOW ARTS PARTNERSHIP PROJECT PLAN



Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020
<ul style="list-style-type: none"> <li>• Identify all interested parties and map services/expertise/resources</li> <li>• Finalise working group membership and meeting schedule</li> <li>• Draft and finalise selection processes</li> <li>• Start engaging with stakeholders/funders</li> <li>• Market research</li> </ul>	<ul style="list-style-type: none"> <li>• Continue stakeholder engagement</li> <li>• Draft and finalise operational policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Continue stakeholder engagement</li> <li>• Formally invite GCAN members to apply to be part of the consortium</li> </ul>	<ul style="list-style-type: none"> <li>• Continue stakeholder engagement</li> <li>• Evaluate applications for membership and finalise initial member organisations or individuals</li> <li>• Prepare for consortium launch event</li> </ul>	<ul style="list-style-type: none"> <li>• Continue stakeholder engagement</li> <li>• Hold consortium launch event</li> </ul>

The project plan above was created when the launch date was planned for December 2020. This was delayed due to Covid-19. The project is currently paused. The project is approximately at the end of September 2020 stage in May 2021. Seed funding has now been secured through Creative Scotland and the proposed date for this research and development stage is July – December 2021.

The aim of the launch event which will likely take place online, is to raise awareness of the partnership and to mark a turning point in the development of the project where opportunities could be pursued both in regard to starting collaborative funding applications and tendering processes. The launch should take place before the end of 2021.

For a period of six months, financial support has been secured to conduct a period of market research and stakeholder engagement and share these findings with interested parties. It is essential that potential customers express that this is a partnership that they would be interested in engaging with and to build trust and understanding so that customers would feel confident engaging GAP to deliver a project. Potential customers that GAP has identified are;

- Glasgow City Health and Social Care Partnership / Services
- Glasgow Life
- Glasgow City Council
- Other regional local authorities
- Third Sector
- Youth Sector
- Education and Learning
- Other Public Sector Services
- Business Sector
- Large Arts Bodies and Organisations
- Older People’s Services

## What is the Role?

A six-month research and development period would allow GAP to contract a Freelance Project Coordinator to re-engage the working group, conduct a period of stakeholder engagement and market research and launch the partnership by the end of 2021.

The GAP Project Coordinator will:

- Be the first point of contact for the existing Working Group and GAP stakeholders including P4P ([www.p4p.org.uk](http://www.p4p.org.uk))
- Plan, deliver and monitor monthly Working Group meetings
- Apply/bid for opportunities and finalise the related development process
- Create a new project plan for GAP and monitor progress
- Lead on the creation and updating of all policies and procedures in relation to GAP
- Get GAP ready to tender and create a bid library with support from P4P
- Carry out risk analysis
- Identify future business opportunities for the partnership
- Regularly engage with Public Contracts Scotland, look for appropriate opportunities and promote GAP to customers
- Pitch to potential customers out-with traditional tendering avenues
- Promote and run the launch by the end of 2021
- Attend regular meetings and work closely with the Glasgow CAN core staff team
- Create update reports for the Glasgow CAN Executive Director and Board of Directors
- Develop content for the webpage on the Glasgow Connected Arts Network's website
- Produce new marketing materials including a logo
- Create inclusive social media and website content
- Nurture new relationships with stakeholders and potential customers
- Engage with Glasgow CAN's current membership to bring more people on-board
- Grow Glasgow CAN's membership through the promotion of GAP as an opportunity
- Share findings with interested parties and create a report outlining the model
- Run information events with stakeholders and interested parties pre-launch to communicate the model of working
- Report to funders and other parties
- Ensure that GAP promotes equality and is inclusive and accessible to all
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**The Project Coordinator** should be someone who has:

- Knowledge and experience of the participatory arts, socially engaged and/or arts education sectors in Scotland

- Experience of partnership working and collaboration
- Project and data management experience
- Excellent communication and leadership skills
- Experiencing of contracting
- Experience of working as a sole trader delivering similar pieces of work
- An open approach and is inclusive in their practice
- Knowledge and experience of tendering and procurement processes in Scotland
- Experience of delivering meetings and events online and face-to-face
- Event management experience
- Social media, comms and marketing skills
- Report writing skills
- Experience of leading on monitoring and evaluation frameworks
- The ability to work on their own using their initiative and to deadlines
- Knowledge of the social enterprise sector in Scotland
- A passion for the vision and aims of GAP as a model
- A friendly and open approach

The remuneration for this role will be a flat-fee of £9520. This is based on SAU daily rates. This opportunity is a freelance role therefore the successful applicant will be self-employed and available to commit one day per week between July – December 2021 plus up to 10 additional floating days towards the end of the year as this will be a busier period containing the project launch and stakeholder events. The successful applicant must commit to attending regular Glasgow CAN team meetings which will initially take place online. Glasgow CAN would like to encourage applications from underrepresented groups.

If you are interested in applying for this role, please email your CV and a covering letter that is no longer than two pages to [info@glasgowcan.org](mailto:info@glasgowcan.org) by Monday 24<sup>th</sup> May 2021. If you would like further information or would like to apply for the role in another format, please contact Glasgow CAN's Executive Director by emailing [info@glasgowcan.org](mailto:info@glasgowcan.org) or phoning or texting 07595554579. (Please leave a message and someone will get back to you).

