



Phoenix Community Housing

Invitation to Tender: Freelance Youth Arts Facilitator

Phoenix Community Housing is inviting tenders for a **Freelance Youth Arts Facilitator** to form and work with a group of young people (13-19yrs) in south Lewisham, supporting them to become **Young Arts Leaders**. The group will advise on, produce, promote and help deliver arts projects and cultural events for a wider group of young people (8-19yrs) in their own neighbourhoods.

Fee: £15,000 inclusive of VAT

Deadline for tenders: 6pm, Monday 6 November 2017

The contractor undertaking this work will be responsible for:

- Recruiting, coordinating and facilitating a group of **20 young people (13-19yrs)** who have the potential to become young arts leaders. We are aware that some young people with talent and potential will not self-identify as 'leaders' and project descriptions / approach to engagement will need to reflect this.
- Working with the group to research, choose and organise **visits** that will enable them to expand on their existing arts and cultural experience,
- Supporting the group to develop creative producing and leadership skills via workshops and the practical process of producing, promoting and helping to deliver arts projects and cultural events. A budget is being provided for the group to commission and support the delivery of **5 x pilot arts projects** (8-12yrs) and programme **6 x showcase events** (8-19yrs) at community festivals in South Lewisham.
- Supporting the group to influence and present proposals regarding the youth arts offer at **The Fellowship Inn** (opening autumn 2018).

The project will run between **December 2017 and August 2018**. We are particularly interested in hearing from youth arts facilitators who have experience of supporting diverse groups of young people with different interests and backgrounds to produce and promote multi-disciplinary arts projects and cultural events.

This project is being delivered in partnership with **LEAN (Lewisham Education Arts Network)** and a number of arts organisations who currently provide youth arts activities in the Bellingham, Downham and Whitefoot wards of south Lewisham. It is part of larger project (led by LEAN) that aims to establish a Cultural Education Partnership for Bellingham. Information about the organisations currently involved is available at the end of this specification.

This piece of work is funded by [AND \(A New Direction\) London Cultural Education Challenge](#) and [Phoenix Community Housing](#).

PROJECT DELIVERABLES

The contractor undertaking this work will be responsible for the following project deliverables:

- Undertaking research and development with existing groups of young people to inform project plans.
- Recruiting a group of 20 young people (13-19yrs) from existing youth arts projects and via broader engagement and promotion through other local organisations i.e. Lewisham Young Mayor's Team, schools, youth clubs and housing associations. All young people recruited must live, go to school or have a connection to the Bellingham, Downham and Whitefoot wards of south Lewisham.
- Agreeing working methods and decision-making processes with the group.
- Supporting the group to creatively map existing arts and cultural provision for young people in south Lewisham and research the interests of a broader group of young people.
- Supporting young people to share their existing creative skills and develop new ones that will enable them to advise on and creatively produce arts and cultural offer for young people in the south Lewisham area.
- Working with the group to choose, plan and support their participation in a minimum of 8 x inspirational research visits to arts projects / exhibitions / events.
- Creating and delivering a programme of at least 20 fun and exciting workshops that will enable the group to begin to develop the knowledge and skills they need to become young arts leaders and commission / help deliver 5 x pilot arts projects and 6 x showcase events.
- Supporting the group to be able to advise on The Fellowship Inn offer for young people. The group will be kept up to date with the progress of this project and have opportunities to develop proposals and make creative presentations about what young people would like to do and see in The Fellowship performance space, cinema and recording/rehearsal studios. We anticipate the group presenting this towards the end of the project timeline.
- Supporting young people who participate in the project to achieve an Arts Award.
- Responding sensitively and appropriately to the needs of all participants, ensuring that sessions are welcoming and fully accessible.
- Ensuring the safety and wellbeing of all participants by following Phoenix Community Housing data protection, health & safety, child protection and safeguarding policies and procedures.
- Collecting data and documenting the project to evidence how project outcomes are being achieved in a method agreed by the young people and the project steering group. Creative and youth friendly approaches to this are welcomed.

TERMS OF CONTRACT

TIMESCALES

We anticipate delivery of this project taking place over a nine-month period between **December 2017 and August 2018**.

We would expect the contractor to be flexible and deliver the project on days/hours (including evenings, weekends, holidays) that work for young people and ensure we meet project deliverables.

CONTRACTOR FEES & SUPPORT

The fee to deliver this project is **£15,000 (inclusive of VAT)**. We have estimated the project will require **75 x days work @ £200 per day**. The successful contractor will be required to agree a detailed timeline and budget breakdown with Phoenix Community Housing at contract stage.

The contractor will be managed by Sarah Wickens and work closely with the Youth Programmes Team at Phoenix Community Housing. Additional support available to the contractor from the Youth Programmes Team will be agreed at contracting stage but it is anticipated this will include:

- Help organising practical requirements such as ordering materials; booking and preparing rooms; organising transport/refreshments for visits.
- Assistance with the delivery of meetings, workshops and visits. We anticipate the YMA Senior Youth Worker and Youth Engagement Apprentice will attend and support all sessions and be assigned appropriate tasks by the contractor. The YMA Senior Youth Worker will also be available to support young people with pastoral support needs.
- Securing parental permissions for attendance at all sessions including visits. They will also attend visits and maintain regular contact with young people and their parents/guardians/carers for the duration of the project.

The contractor will be expected to attend Cultural Education Challenge Steering Group and associated meetings as agreed.

PROJECT BUDGET

The project budget will be managed by Sarah Wickens in conjunction with the contractor. Please note, the project budget will not be paid directly to the contractor. It will be administered by the Phoenix Youth Programmes Team through the Phoenix Community Housing finance system.

A **£5,000 (including VAT)** budget will be available to spend on items required for the group including publicity, visits, guest artists, workshop materials, refreshments, data collection, documentation and Arts Award moderation / certification costs. Meeting / workshop rooms will be provided at no cost to the project.

An additional **£20,000 (including VAT)** is available for the delivery of:

- **5 x pilot arts projects (8-12yrs)**

5 x artists / arts organisations will be commissioned and supported by the group to deliver 5 x pilot arts projects in south Lewisham for 8-12 year olds. We anticipate a minimum of 100 young people (8-12yrs) will participate in the 5 x pilot arts projects.

- **6 x showcase events (8-19yrs) as part of an existing programme of neighbourhood community festivals**

We anticipate showcase events will be workshops, demonstrations and/or performances that take place as part of larger community festivals between February and July 2018. We aim to reach a further 400 young people (8-19yrs) through the 6 x showcase events.

There is also a potential opportunity for the group to take a role in producing, promoting and helping to deliver a summer programme in July / August 2018. The budget for this project is yet to be confirmed but is likely to be in the region of £20-£30,000. If this goes ahead it will be an extension of this work and subject to a new and separate contract.

WORKING ARRANGEMENTS

The contractor will report to and be directly line managed by Sarah Wickens, who leads on the management of youth programmes and the YMA for Phoenix Community Housing.

This project is the youth strand of a larger project that is working toward establishing a cultural education partnership for Bellingham. The cultural education partnership work is being led by Jane Hendrie of LEAN (Lewisham Education Arts Network). A project steering group comprising of Peter Hayward (Lewisham Music), Jane Hendrie (LEAN), Jeremy James (GLYPT) and Veronica Jobbins (Trinity Laban) will be presented with project updates on a regular basis. All individuals who sit on the steering group will also be available to advise and support the project and associated commissions.

PLACE/S OF WORK

Workshops and meetings to be delivered at **The Green Man, 355 Bromley Road, London, SE6 2RP** and other identified venues around south Lewisham.

Visits and trips can be anywhere coverable within the budget and we would encourage experiences that are exciting and beyond our immediate area.

If required, the contractor will have access to a desk and storage space for project items at The Green Man.

COMMISSIONING PROCESS

We are following a three-stage process to commission this piece of work. Young people will help make decisions about who is shortlisted and will also be involved at interview stage.

Please read through the commissioning process requirements below. If you would like to discuss this commission or have any questions about the project please contact Sarah Wickens (Youth Programmes Manager, Phoenix Community Housing) on **020 3121 0218, 07841 864 737** or via email sarah.wickens@phoenixch.org.uk.

STAGE 1: WRITTEN SUBMISSION

Potential contractors are required to provide a written submission as follows:

- 1) **Application Form** containing personal details, referees, fair recruitment declaration, criminal record declaration, access requirements, equal opportunities monitoring form and full employment / education history. Please ensure you explain any gaps in your education / employment history.
- 2) **Written Statement** (maximum 2 sides A4) outlining how you meet the following requirements:
 - A. Experience of producing and promoting participatory arts projects and cultural events for diverse groups of young people aged 8-19.
 - B. Experience of working with groups of young people with different interests and from diverse backgrounds in a range of settings.
 - C. Experience of using creative evaluation and data collection techniques and an understanding of outcomes.
 - D. Facilitation skills including the ability to maintain an inclusive and supportive environment
 - E. Experience of supporting young people to achieve Arts Awards and/or willingness to undertake relevant training.
 - F. Evidence of professional qualifications, training and/or substantial experience in youth arts work.
 - G. Ability to work in a way that promotes the safety and well-being of children and young people.
 - H. Ability to work in a way that promotes equality of opportunity and respect for diversity.
 - I. Willingness to complete a safeguarding disclosure form at contracting stage and provide or undertake an enhanced DBS check with a check against the barred lists for children, plus subscription to the DBS online service.
 - J. Willingness to undertake safeguarding training and comply with Phoenix Community Housing data protection, health & safety, child protection and safeguarding policies and procedures.

Please send your written submission to Sarah Wickens via email sarah.wickens@phoenixch.org.uk by **6pm** on **Monday 06/11/17**.

Shortlisted contractors will be contacted by Thursday 9/11/17 and invited to attend an interview on Thursday 16/11/17. Contracting will commence on Monday 20/11/17.

STAGE 2: INTERVIEW

Shortlisted individuals will be invited to participate in a **45-minute face to face interview**, to take place on **Thursday 16 November 2017 at The Green Man, 355 Bromley Road, London SE6 2RP**. Shortlisted individuals will also be required to make a **5-minute presentation** where they will have the opportunity to outline their proposed approach to an element of the project deliverables (to be confirmed).

Interviews will be conducted by a minimum of four people including Sarah Wickens (Phoenix Community Housing), Jane Hendrie (LEAN), Jeremy James (GLYPT) and at least one young person from YMA.

As part of a safer recruitment process, the interview will include questions that assess the potential contractors suitability to work with children and young people as well as their suitability to deliver the project.

STAGE 3: CONTRACTING

Services will be contracted by Phoenix Community Housing. At this stage, we will undertake pre-engagement safeguarding checks including ID/right to work in the UK; verifying references / qualifications; completion of safeguarding disclosure form; enhanced DBS check with a check against the barred lists for children and subscription to the DBS online service. The contract will not be confirmed until all safeguarding checks have been completed to a satisfactory standard. A detailed project timeline and budget will also be agreed and form part of the contract paperwork.

SUMMARY OF COMMISSIONING PROCESS

Stage	Assessment	Deliverables	Date/s
1	Written submission	Application form & written statement	6pm on Monday 06/11/17. Applicants will be notified if they've been shortlisted for interview by Thursday 9/11/17.
2	Interview	45-minute face to face interview & 5-minute presentation	Thursday 16/11/17.
3	Contracting	ID/right to work in the UK; verification of references/qualifications; completion of safeguarding disclosure form; enhanced DBS check / children barred list check; agreement of timeline/budget & contract paperwork	Commences week beginning 20/11/17.

CULTURAL EDUCATION PARTNERSHIP STEERING GROUP

The youth strand of the Cultural Education Partnership is being delivered by Phoenix Community Housing as part of our Young Makers Agency (YMA) project.

Phoenix Community Housing

www.phoenixch.org.uk

Phoenix Community Housing is a not-for-profit resident-led housing association in the Bellingham, Whitefoot, Downham areas of south Lewisham, London. Properties were transferred from Lewisham Council in a large-scale voluntary transfer in December 2007 following a positive ballot of all tenants. Phoenix own and manage more than 6,000 homes and are the first housing association in London to use the Community Gateway approach. This empowers tenants and leaseholders to take a central part in decision-making and to become shareholding members. Tenants and leaseholders elected by residents are the largest group on the management board. They also have powers to take local decisions through a structure of neighbourhood and special interest panels. We support local community initiatives to improve the environment and quality of life for all residents. The Phoenix vision is "To work together to build a better future for our Phoenix community".

Phoenix Community Housing 'trusts youth' and uses an advantaged thinking approach that builds on young people's assets, talents, resources and abilities. Phoenix Community Housing launched the **Young Makers Agency (YMA)** in October 2016 following an 18-month co-creation process that involved over 1,200 young people. To date, 135 young people have engaged with the initiative and 117 have signed up to become Young Makers. Young Makers identify the projects they want to develop in their neighbourhoods and are then supported by Phoenix Community Housing and partners with the resources and budgets they require to make them happen. Young Makers are currently working on a number of projects including street art murals, recording studio sessions, film production and healthy street food. Project teams meet at the YMA HUB on Tuesday evening (term-time) at The Green Man. Young Makers have also developed a new youth culture event for 13-19 year olds called CLUB YMA.

The YMA aims to encourage local young people to think and act independently by building their confidence and experience through practical projects. This approach seeks to go beyond the provision of 'activities' and takes a 'stepping stone' approach to building young people's capacity to self-initiate projects.

Phoenix Community Housing also own and are managing the restoration of **The Fellowship Inn**. The Fellowship Inn is a multimillion pound heritage lottery funded restoration of a grade II listed pub in the heart of Bellingham. Originally built in the 1920's, the pub was a thriving community venue which had since fallen into disrepair. Phoenix is working with operating partner Laines London to bring the building back to life. Alongside retaining the original pub, the restoration will include the creation of a cinema, live entertainment venue, café and microbrewery. The building will also be home to Lewisham Music, a charity and music education hub. This restoration will secure the future of a valuable community venue while creating more than 70 jobs, 45 apprenticeships and significant volunteering opportunities.

The project also includes a range of audience development activities featuring collaborations with Greenwich & Lewisham Young People's Theatre (GLYPT), Stitches In Time and The Working Party.

The CULTURAL EDUCATION PARTNERSHIP Steering Group is convened by LEAN and currently includes senior staff from Phoenix Community Housing, Greenwich and Lewisham Young People's Theatre (GLYPT), Lewisham Music and Trinity Laban Conservatoire of Dance and Music.

Lewisham Education Arts Network (LEAN)

<http://www.leanarts.org.uk/>

Since 2000 LEAN has supported the local arts education sector and works with all those (individuals and organisations) involved in arts learning with and for children and young people in Lewisham. They work with: teachers; artists; arts organisations; health workers; VCS and more.

Greenwich and Lewisham Young People's Theatre (GLYPT)

<http://www.glypt.co.uk/>

GLYPT has been creating high-quality theatre for and with young people for over 40 years. They make relevant, inclusive and challenging theatre for, with and by young people aged 2-25. They use the power of the arts to enrich the lives of young people and audiences and seek to enable, empower and challenge participants through delivering work of artistic excellence. GLYPT have run youth theatre groups and Summer Schools in Downham and Bellingham for over 10 years. Recently GLYPT have been commissioned by Phoenix Community Housing to deliver a large community play as part of the engagement activity of the HLF project developing the Fellowship Inn and to celebrate its opening.

Lewisham Music

<https://www.lewishammusic.org/>

Lewisham Music, a registered charity, is the former Lewisham Council Music Service & Hub. With financial support from Arts Council England, it is the music education hub lead organisation for Lewisham. Its large team of music tutors deliver vocal and instrumental programmes in the borough's schools. Young musicians and school music groups regularly join in Lewisham Music's exciting programme of concerts and projects. In addition, Lewisham Music runs a vibrant programme of music-making after school, at their Saturday Centre and during the school holidays. Partner organisations include all Lewisham's maintained schools, free schools and academies alongside a range of local and regional organisations. Working together to form Lewisham's music education hub network, they support progression pathways and high quality opportunities for young people at every stage of their musical development. Lewisham Music is currently based at The Green Man in south Lewisham and the organisation will be moving into, and operating from The Fellowship Inn when it opens Autumn 2018.

Trinity Laban Conservatoire of Music and Dance

<https://www.trinitylaban.ac.uk/>

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. Leaders in music and contemporary dance education, they also provide exciting opportunities for the public to encounter dance and music, and access arts health programmes. From one-off taster workshops to weekly classes, courses, creative arts projects and music/dance collaborations, their public programmes attract participants of all ages, whatever their background or ability. Activities include special programmes for participants with disabilities, older people, children and families as well as professional development and training opportunities for music and dance practitioners. Trinity Laban currently run a programme in Bellingham including family activities promoting health and well-being, dance classes for different age groups, parents/carers and family events. These include Bellingham Beats, dance classes for 5–13 year olds and two older peoples dance and music groups.