



School Partnerships Manager Job Pack

July 2024

Artis is seeking to recruit a member of the team to support the care of our partner schools and help to build new relationships with schools and other partners in this vibrant creative learning charity.

Have you experience of working with primary schools or managing education or arts-based projects? We're looking for someone who has amazing interpersonal skills, who can build positive relationships and isn't afraid of talking to anyone, who is meticulous about the detail, and who can successfully increase interest for our match funded schools programme to join our team.

If you are interested and have any questions, would like the application documents in a different format, or would like any support with the process, please email dingdong@artisfoundation.org.uk or call 0207 324 9880.





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About Artis

We are the creative learning specialists.

Our mission is to nurture creativity in every child, everywhere, and shape a thriving society.

“Artis holds the power to reflect, to motivate and to bring us to our highest possible selves. Without the arts we are but two dimensions”

Kwame Kwei-Armah, Artis Patron

Artis is a creative learning charity that enables children to sing, act, and dance their curriculum. This experiential way of learning ensures sparks fly in the right direction! With 4.3 million children in the UK growing up in poverty, impacting their mental health and school attendance, Artis has a profound effect on children’s wellbeing by prioritising the arts throughout learning while supporting vital communication skills.

Artis was established in 2004 as a social business to pioneer creative learning in schools and tackle social deprivation, converting to a registered charity in 2017. We bring the expertise of real performing artists into the classroom working with primary-aged children to enhance their ability to learn, challenge and explore through curriculum-based cross-artform practice. We work with primary schools in the top 20% of the most deprived areas in England and we recruit and develop artists to work closely with them and deliver focused learning based on the needs of individual schools. This ranges from lack of engagement to poor literacy or maths skills. Within this framework we also support teachers to develop new management strategies and embed creative learning in their schools.

Since our inception, our practitioners, creative learning specialists have sung about punctuation, acted out fractions and danced the solar system with 775 partner schools across England, with a focus on the urban conurbations of Birmingham, Leeds, London and Manchester, tackling areas of highest deprivation.

Over 277,000 children from across England have participated in Artis programmes that fuse performing arts with curriculum-based learning to enhance educational outcomes, and we have helped sustain the careers of more than 600 creative learning specialists, through employment, training and mentoring.

Our goal is to deliver Artis in partnership with 75 schools in the top 20% of the most deprived areas in England each year, supporting the children and teachers whose lives are most affected by cultural and economic deprivation.

Everyone at Artis chooses an onomatopoeic name that best describes them. What would your Artis name be?

About the role

The School Partnerships Manager will work with the Director and the Programmes Manager to develop a strong and sustainable approach to income generation through school partnerships for Artis. The primary focus will be initiating new partnerships with primary schools, managing a portfolio of ongoing relationships with Artis partner schools, renewal of existing contracts, and contributing to marketing and communications efforts.

Who we are looking for?

We're looking for someone who:

- Is a confident and self-driven individual and meticulous planner, with experience of the education sector/and or sales and partnerships.
- Is an effective communicator, who has a warm and friendly manner and positive approach that makes them great at building relationships with schools and partners.
- Can demonstrate a strong understanding of the education sector and is highly motivated to bring high-quality arts and cultural opportunities to children across England.
- Is flexible and solutions-focused, with an adaptable approach to their work and a positive, open approach to collaborating with and supporting others.
- Excellent written and administrative skills with strong attention to detail.
- Is able to confidently and effectively work remotely but also be a team player which is key in our small team.
- Excellent time management.

School Partnerships Manager Job Description

Key Accountabilities:

Partnership and income development:

- Focus on initiating, developing, and maintaining partnerships with primary schools, academies, and trusts.
- Be the first point of contact for schools or organisations interested in Artis' programmes, effectively communicating their benefits.
- Lead on school contract renewals with support from the Programmes Manager.
- Build and manage a network of relationships leading to opportunities for programme and project engagement.
- Use networking opportunities to promote the Artis portfolio.
- Contribute to and stay updated with income generation strategies through school partnerships.
- Achieve annual targets for new business and renewals as agreed with the Director.
- Develop and maintain strong relationships with existing partner schools to ensure ongoing engagement and satisfaction.

Programme delivery:

- Manage a portfolio of Artis partner schools, acting as the main point of contact for queries and ensuring ongoing satisfaction.
- Alongside the Programmes Manager, coordinate emergency and prearranged cover for our creative learning specialists, and support the recruitment of new specialists.
- Evaluation: Liaise with schools and other partners to obtain and collate data and feedback that supports the evaluation of Artis' programme.
- Training: Support year-round live and online training opportunities for the creative learning specialists.
- Co-ordinate distribution of specialist clothing, stickers and certificates.
- Digital: Support the updating of the Artis Hub (online resources) by managing user access and uploading new content.

General responsibilities:

- Stay informed on issues affecting the arts, education and charity sectors.
- Be an exemplary ambassador for Artis, promoting positive relations internally and with partners and schools.
- Maintain accurate records on CRM databases (Salesforce) and ensure internal specialist requests for clothing and stickers are stocked and accurately recorded.
- Have a clear understanding of GDPR and the Data Protection Act and their implications for partnership management.
- Undertake general administrative duties as required.

Person Specification

Essential

- Experience of relationship management.
- Good organisation and project management skills.
- Proactive approach to time and task management.
- Team player, comfortable working remotely as part of a high-functioning team.
- Excellent research and reporting skills.
- Confident and professional verbal and written communicator.
- Positive, proactive, and solution-focused approach to overcoming challenges.
- Excellent IT skills, fluent with Apple Macs, MS Office, and Zoom.

Desirable

- Understanding of the needs of primary schools, teachers, pupils, and trends within the education sector.
- Experience of using Salesforce, Mailchimp and SurveyMonkey.
- Sales experience within the arts education and/or primary school sector.
- Experience of supporting performing arts educators to deliver learning activities for children.

Benefits

- **Remote working:** Enjoy the flexibility of remote working with termly in-person team meetings.
- **Health care:** Access to Medicash health care benefits.
- **Team Building:** Participate in regular team socials throughout the year.
- **Leave:** 20 days annual leave plus an additional day per year of employment, plus bank holidays, and a mental health day.
- **Wellbeing:** Benefit from strong wellbeing policies, including a variety of wellbeing initiatives throughout the year.
- **Pension Scheme:** Enrolment in a contributory pension scheme.
- **Training:** Participation in all Artis training and development for performing artists, mentors and management.



Terms & conditions

Salary:	Between £28,000 - £32,000 (depending on experience)
Contract:	Full time, permanent
Work pattern:	37.5 hours, Monday - Friday plus occasional overnight stays, weekend and evening work as required. We operate a TOIL (time off in lieu) system.
Location:	Remote working with regular travel for school and partnerships meetings, in addition to regular team meetings. Head office based in London and candidate must be within easy reach of central office.

How to apply

Please send a copy of your current CV along with a covering letter (2 sides of A4 maximum) outlining your suitability and motivation for applying for this role to ping@artisfoundation.org.uk

Closing date: **Midday, Monday 19 August 2024**

Shortlisting: Friday 23 August 2024

Interviews: Wednesday 4 & Thursday 5 September 2024. To be held in London in person.

If you have any questions or would like an informal conversation about the role, please email dingdong@artisfoundation.org.uk

As an Equal Opportunities Employer, Artis welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on the applicant's ability to fulfil the duties of the post.

Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.