



Creative Mentors Service Specification

May 2021

This programme is part funded by What Works for Children's Social Care, Children in Need, Arts Council England and Swire Charitable Trust.

This document contains all the information you will require to be part of The Mighty Creatives Preferred Supplier List for **Creative Mentors**.

1. Introduction

The Mighty Creatives

The Mighty Creatives was established in 2009 and is based in the heart of the cultural quarter in Leicester. It is a charity which has transformed the lives of many children and young people by supporting programmes in the arts and cultural sector. Our beneficiaries include newly born babies, children and young people aged 0–30 years from across the East Midlands.

The role of The Mighty Creatives is to provide and champion opportunities for our beneficiaries, particularly those who are the most disadvantaged and excluded. Our vision is of a world where all children and young people will harness the power of arts, creativity and culture in order to transform themselves, their communities and their futures.

Over the last 10 years children and young people have played a pivotal role in the charity, helping to co-design and produce strategic initiatives and partnership activity that have transformed children's and young people's lives. Listening and acting upon the creative voices of children and young people is at the heart of our mission, particularly those of the most excluded and disadvantaged.

Our mission is driven by six strategic objectives:

- Improving access to arts, culture and creativity.
- Raising aspirations of children and young people.
- Empowering children and young people to make positive social change.
- Advocating for the power of arts, culture and creativity.
- Increasing investment in children and young people's arts, culture and creativity.
- Sustaining the charity's organisational resilience to meet our vision.

We work strategically and collaboratively to achieve these objectives. Our Theory of Change provides a summary of the changes that will occur as a result of achieving those objectives and provides the context for our partnerships with our funders and stakeholders.

To achieve our strategic objectives, we deliver the following programmes:

- I. Cultural Education — supporting arts and cultural education for all children and young people.

- II. Creative Communities — supporting social and artistic placemaking through the creativity of children and young people.
- III. Creative Mentoring – supporting children and young people in and leaving care to access one to one mentoring support.
- IV. Creative Futures — supporting pathways into the creative and cultural sectors for children and young people.

Creative Mentoring

The Creative Mentoring service fulfils a specific remit of The Mighty Creatives' mission to raise the aspirations of the most vulnerable children and young people across the region.

The current Creative Mentoring programme portfolio provides support to over 100 children and young people, investing in over 1440 hours of support to children in need, in and leaving care across the East Midlands region annually. We support children and young people to access creative mentoring opportunities delivered by trained professionals on a one to one basis to help make a difference to their lives.

2. The Brief



The Mighty Creatives, working in partnership with Derbyshire Virtual School and The Amber Factory, will commission suitably qualified mentors for the provision of a Creative Mentor Support service to identified children and young people in care who are struggling to engage in education or are at risk of exclusion.

The pool of Creative Mentors will have a range of arts and/or media skills, experience of leading creative learning and a positive, child-centred approach to working with young people on a one to one basis.

Creative Mentors work with children from age 5 to 19 to build a trusting relationship, introduce creative activities according to the child's interest and facilitate inspiring experiences to support personal, social and emotional development and educational achievement.

Our Creative Mentors are experienced practitioners from a range of backgrounds and different creative disciplines including (but not limited to) art, design, craft, textiles, creative writing, fashion, music, dance, drama, interactive media, film and photography.

When young people are referred to us, we work with the young people to decide which Creative Mentors are best placed to work with them considering things like location, interests, and any specific support that they need.

As a Creative Mentor, you will act as an advocate for The Mighty Creatives and network of support services for children and young people in need, through target areas of delivery, as well as wider work of the charity.

You will support young people through one to one and/or one to many training and/or mentoring sessions. You will allow beneficiaries of the programme the time and space to develop their engagement in education through the arts and/or understanding of the sector needs and how they can apply the skills from the programme into future placement and progression pathways into work. These sessions should also support individuals to identify what activity and wider education, employment and enterprise support services that might be required to support them into the world of work.



Provider Specification

Outputs and outcomes	Knowledge, skills and attributes
<p>Relationship Management</p> <ul style="list-style-type: none"> To develop and manage effective relationships with beneficiaries. To offer bespoke support in mentoring children and young people to sustain engagement, assimilate learning from and make education/work ready plans applying to furthering education, training or jobs. 	<p>Essential</p> <ul style="list-style-type: none"> Strong interpersonal skills. Experience of establishing and building confident and trusted relationships with children and young people 5-17/ young people leaving care aged 16-18 and range of stakeholders.
<p>Training, advice and coaching</p> <ul style="list-style-type: none"> To support a minimum number of hours one to one and one to many creative mentoring support to a number of children and young people To deliver artistic facilitation of one to many events, workshops and training activities aligned to your artistic practice.. 	<p>Essential</p> <ul style="list-style-type: none"> Experienced practising artist or creative operating in the sector. Experience of delivering one to one/one to many mentoring support, training coaching and/or advice to children and young people. Experience of facilitating one to many creative production and employment skills workshop activity. Outstanding coaching and motivation skills. <p>Desirable</p> <ul style="list-style-type: none"> Experience of supporting creative/ and or young people in skills development aligned to practice.
<p>Personal Organisation and Communication</p> <ul style="list-style-type: none"> To liaise effectively between The Mighty Creatives and all delivery partners/stakeholders related to the work, sharing key information and progress on monthly basis. To build and maintain relationships with other Creative Mentors and Artist Facilitators assigned to work on the programme and in a geographic area. To attend and participate in training with TMC and the project team relevant to the project. To record, monitor and report against key outputs and outcomes. Reporting will be required on a monthly basis. 	<p>Essential</p> <ul style="list-style-type: none"> High level of personal organisation and excellent time management. Good client service skills Attention to detail and ability to work to specified milestones and deadlines with clients and beneficiaries. Excellent communication skills (including IT literacy) and can apply effectively, both verbally and in writing.

<p>Beneficiary Management</p> <ul style="list-style-type: none"> To assess beneficiary pathways into education, employment and/or the creative sector. To engage individuals (children and young people 5-18) with mentoring and coaching support to participate in the programme. To maintain, through an account management approach, the relationship with the beneficiary by providing them with a full range of information, diagnosing, and interpreting their needs and advice in accessing support from the project. To record the beneficiaries journey via The Mighty Creatives Staff team. To check that the beneficiaries are satisfied with progress, the quality of programme services, record feedback and other relevant information. 	<p>Essential</p> <ul style="list-style-type: none"> Strong project management and beneficiary portfolio management skills. Experience in developing action plans to support educational, social and emotional learning. Extensive knowledge of key employability skills and processes for transition to world of work. Robust analytical skills including the ability to assimilate complex information, identify and prioritise key issues and assist the beneficiary in making a difference. <p>Desirable</p> <ul style="list-style-type: none"> Experience of analysing and reporting on key performance indicators of work with children and young people.
<p>Advocacy</p> <ul style="list-style-type: none"> To be an ambassador for The Mighty Creatives. To establish and develop good relationships within the creative and cultural sector. 	<p>Essential</p> <ul style="list-style-type: none"> Understanding of and commitment to the vision, values and objectives of The Mighty Creatives and work with young people leaving care. Ability to communicate effectively in range of networks and to act as an advocate for this work. <p>Desirable</p> <ul style="list-style-type: none"> Previous experience of delivering Arts Award qualifications at Bronze, Silver and Gold levels.
<p>Young people's participation and engagement</p> <ul style="list-style-type: none"> To enable young people to shape, direct and evaluate the impact of support on their future education, employment and their lives. 	<p>Essential</p> <ul style="list-style-type: none"> Ability to work with young people, engaging them in activity that supports their creative production, innovation and leadership. Experience of and skills in facilitating mentoring with children and young people. <p>Desirable</p> <ul style="list-style-type: none"> Understanding of the theory and model good practice in relation to young people's participation.
<p>Other</p> <ul style="list-style-type: none"> To ensure internal audit and compliance criteria are met and that all activity 	<p>Essential</p> <ul style="list-style-type: none"> Must have a clean current driving licence and be willing to travel.

<p>conforms to The Mighty Creatives and policies and procedures agreed within our work with Children in Need.</p> <ul style="list-style-type: none"> To ensure The Mighty Creatives standards of good Governance, Risk Management, Health & Safety, Quality, Financial and People Management and Development systems and Policies are adhered to . 	<ul style="list-style-type: none"> Have a good working knowledge of Health and Safety best practice including experience of managing Risk plans for activity with children and young people. Understanding of Safeguarding issues in relation to children and young people and vulnerable young adults leaving care. <p>Desirable</p> <ul style="list-style-type: none"> Knowledge and experience of supporting activity funded by Children in Need, Arts Council England, Trust and Foundations.
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3. Referrals



We will be commissioning core activity for Creative Mentor interventions to take place on a case by case referral basis. The Consultancy Agreement term will be negotiated on a child-by-child basis.

Remuneration



Contract fee available per child and young person is between £420.00- £720 for 14-24 hours delivery and support (inclusive of VAT). The fee offered for contracted services is based on a unit cost of £30 per hour. The fees include all costs and travel expenses.

Providers will be engaged on a freelance basis and will be responsible for their own Tax and National Insurance. Providers are expected to work from their own premises and use their own equipment (phone, computer, stationary etc). Providers will be paid quarterly in arrears of time delivered with clients and be expected to complete paperwork detailing activity delivered with each client to verify outputs and outcomes associated to clients and businesses supported.

Please note: From time to time we will put a call out to the pool to support additional activities, and workshops responding to the needs of children and young people requiring specialist support. Additional fees will be available for this work and will be procured on individual basis again based on an inclusive rate of £30 per hour.

4. Responding to this opportunity



We are looking for succinct responses to this opportunity focusing on the provider specification. We would like to hear about examples of relevant work you have done in the past and existing relationships you have in delivering similar services with children and young people.



A pre-application briefing will take place on Tuesday 1st June from 4.15-5.00pm on Zoom to help you with your application. This will take place on Zoom. [You can sign up by clicking here.](#)

Timescale



Please submit a copy of your CV and a short proposal (max three sides of A4 in 12-point text) outlining your experience against the provider specification listed in this call.



This should be sent to recruitment@themightycreatives.com by 9am on Wednesday 16th June 2021.

Please include the following information:

a) Personal details

- Contact name & Organisation name (if applicable).
- Telephone number.
- Email.
- Postal address.
- Evidence of safeguarding measures and required insurance relevant to delivery.
- VAT Registration details (if applicable).

b) References

Please provide the following contact details for two referees:

- Name, Company and Position.
- Address.
- Email.
- Telephone/ Mobile.

c) Delivery preferences

Please indicate in your application which of the following geographical locations and age groups you wish to be considered to work with as part of the commissioning pool.

Delivery location



1. East Midlands.
2. West Midlands.
3. East of England.
4. South Yorkshire.
5. North Lincolnshire.

6. Nottingham City.
7. Nottinghamshire.
8. Rutland.

Delivery age

- I. Primary years (5 – 10 years).
- II. Secondary years (11-16 years).
- III. Leaving care years (17-18 years).

d) Equal Opportunities Form

As part of our commitment to equal opportunities and diversity of our workforce, we would also request that you complete and return the **Equal Opportunities Form** provided with this tender.

Shortlisted applicants will be invited to interview during week commencing **21st June**, with all applicants informed of the outcome of their application by **12:30 on Friday 18th June 2021**. If you haven't heard from us by this time, please consider your application unsuccessful at this time.

When applying to become part of our Creative Mentoring pool, there is no guaranteed work to begin with. Referrals for the service will be assessed on a child-by-child basis and will be matched with the appropriate Creative Mentor accordingly.

For further information on this call please contact:

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