



Creative Mentors Service Specification

August 2023

This programme is part funded by Children in Need and various Local Authority commissioning partners.

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

1. Introduction

Established in 2009, The Mighty Creatives is a charity which has transformed the lives of children and young people through arts, culture and creativity. Based at the heart of the cultural quarter in Leicester, we have served children and young people's communities across the Midlands, reaching across the UK and Internationally through our partnership work.

Our Vision, Mission, Guiding Principles and Values

I remember an inspirational teacher at Primary School who I think changed the trajectory of my life. He incorporated art into history projects, science, and literature. He also read amazing, quite advanced books to us and I just remember it opening a whole new world to me.

(Alexa, Leicester)

Our vision is to inspire children and young people to harness the power of arts, creativity and culture for positive change.

Our Mission

To achieve this vision, our mission has five strategic objectives which all focus on improving the cultural lives of young people, especially those who are most disadvantaged:

SOC1. Children and young people living in need will have experienced a cultural intervention designed to improve their life chances.

SOC2. Children and young people are visible and audible in the leadership of services that impact them.

SOC3. Creative practitioners, educators and employers have a deeper understanding of the 'lived life of a child in need' and have developed the skills to support their development needs.

SOC4. Investment in our work has increased to support the sustainability and growth of the charity.

SOC5. Adoption and delivery of Creative Mentoring practice has been embraced nationally and internationally through the leadership of the National Centre for Creative Mentoring.

Our Guiding Principles

1. **We will listen and act:** embedding children and young people's voices throughout our work from conception of programme to delivery and governance and we will encourage others to do the same.
2. **We will work collaboratively:** partnership working is central to the work we develop to improve creative outcomes and cultural opportunities for our region's children and young people.
3. **We will respond to need:** we focus on nurturing and supporting the creativity of children in need and those working for them to promote high quality cultural practice.
4. **We will champion Equality, Diversity and Inclusion:** we stand in solidarity with the Black Lives Matter Campaign and all marginalised communities across the world and will use our voice to speak out against injustice. We commit to listening, learning and taking action to improve access to creative opportunities for our region's children and young people.
5. **Engagement with artists and educators** is driven by a personalised, person centre pedagogy in which mentoring, and coaching play a fundamental role in generating personal change.
6. The **creative voices of young people** will be at the heart of the creative or cultural experience.

Our Values

Our values are inspired by the work of Munira Thobani and her work on the Thobani 6C Self Audit Tool©

1. **We seek Coherence in our work:** Social justice, equality and equity matters to us. We constantly review and refresh the narratives of why equality matters to us in our professional (and political) practices. We strive to have a coherent vision and set of values on equality and share this vision with your stakeholders. We set out our equality objectives to support us in delivering our purpose fairly and equitably.
2. **We seek to raise Consciousness** in our work: by increasing knowledge, understanding, awareness and empathy. We strive to improve our awareness of our privilege and possible complicity in maintaining discrimination and disadvantage.
3. **We are committed** to tackling inequality and disproportionality in all its forms.
4. **We strive to find the courage** to challenge the status-quo in perpetuating discrimination and inequality. We strive to act and influence the ways which can shift the balance of power and privilege in our work and build our courage by connecting and networking with the individuals, groups and organisations who are tackling discrimination, inequality and disproportionality.
5. **We seek Connectedness** with self-organised equality seeking groups and draw strength from being an ally by working in tackling discrimination that is direct, indirect and or inter-sectional.
6. **We prioritise Co-production** by developing leadership models which lead and empower others so that their contributions to achieve greater equitable outcomes for all our communities. We ensure there is accountability of everyone in the organisation to act consistently with achieving our organisational purpose and equity ambitions.

We strive for these values to be evident in all aspects of our organisation: governance, leadership, programmes, income generation and operations and processes.

Our Theory of Change explains how we will work strategically and collaboratively to achieve and demonstrate our strategic outcomes for children and young people in need. It provides a summary of the changes that will occur and provides the context for our programme development and delivery plans.

Starting with the problem statement, *“Children and young people living in challenging circumstances experience significant disproportionate disadvantage, including heightened isolation, lack of stability, compromised mental health, lower attainment and lack of opportunities and do not have equitable access to experience the social, educational and economic benefits of the arts, culture and creativity”*.

Our desired long-term goal is to inspire children and young people to harness the power of arts, creativity and culture for positive change, transforming their lives using creativity and culture as the tool for change.

This will result in children and young people feeling more confident and resilient; empowering them to influence decision making that affects their lives, speak out against injustice, and build aspirations that will shape successful futures.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

www.themightycreatives.com.

Our Diversity Statement

The Mighty Creatives' believe that the way we act and the things we do have an effect on the world around us. To make sure this effect is a positive one we believe in continuously reflecting on our day-to-day activities, beliefs and values in order to challenge stereotypes and assumptions that may guide our decision-making and action-planning. This is why we use critical thinking and imagination in our planning, evaluation, reporting and performance management processes. This practice helps us to take more risks and challenge our own and the sector's perceptions. As part of this, we are committed to co-production, and to championing and listening to the voices of children and young people.

Our Commitments

The Mighty Creatives endorses the statutory obligations required by legislation, best practice codes and expectations of our funders, staff, participants and partners in the areas of sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, ethnic origin, nationality, socio-economic status, religion or belief, disability or age.

We are committed to providing a working environment in which all of our people are able to realise their full potential and to contribute to the charity's success. We are working towards best practice recruitment based on equal opportunities in order to diversify our paid and volunteer workforce and boards and pursue workplace practices, policies and procedures that enable all The Mighty Creatives to thrive.

We will actively create a culture of inclusion across our programmes and services. We will collaborate with the communities we work with to celebrate the talents of all the people and make a positive impact. We will challenge discrimination and prejudice where we find it. We will actively identify, champion and share good practice.

We are committed to doing this as we see that it will improve benefits to participants, deliver better quality of services and improve the effectiveness of our organisation.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Employment practices and procedures will be reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

2. The Brief



The Mighty Creatives will commission suitably qualified Creative Mentors for the provision of a Creative Mentor Support service to identified children and young people referred to their Creative Mentoring service.

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 25 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, journalism, film and photography.

When children and young people are referred to us, we work with them 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 children and young people through one-to-one and/or one to many training and/or Creative Mentoring sessions. You will allow beneficiaries of the programme the time and space to develop their engagement in activities through the arts and/or understanding of the sector needs and how they can apply the skills from the programme into education, society, employment or training. 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 in partnership with other professionals supporting the child/young person.

We are looking for Creative Mentors who are living and/or working in the following areas:

- **Certain Areas of Derbyshire:**
 - Bolsover
 - Chesterfield
 - Glossop
 - High Peaks
 - Shirebrook
- **Certain areas of Leicestershire:**
 - Ashby-de-la-Zouch
 - Coalville
 - Hinckley
 - Leicester City
 - Loughborough
 - Melton Mowbray
- **Northamptonshire**
 - Northampton
 - Wellingborough
 - Kettering
- **Certain areas of Nottinghamshire:**
 - Mansfield
 - Worksop
 - Retford
 - Nottingham City
- **Peterborough**
- **Rutland**
 - Stamford
 - Oakham
- **Sheffield**
- **Staffordshire (including but not limited to the below)**
 - Stoke-on-Trent
 - Tamworth
 - Alton
 - Cannock Chase
 - Cannock
 - Codsall
 - Lichfield
 - Leek



3. Provider Specification

Please refer to these in your application form.

Programme Area	Required Knowledge, Skills and Experience
Relationship Management <ul style="list-style-type: none"> To develop and manage effective relationships with children, young people and professionals supporting them. To offer bespoke support in mentoring children and young people to sustain engagement, assimilate learning from and make education/work ready plans. 	Essential <ul style="list-style-type: none"> Strong interpersonal skills. Experience of establishing and building confident and trusted relationships with children and young people aged 5-25.
Training, Advice and Coaching <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, where required, artistic facilitation of one to many events, workshops and training activities aligned to your artistic practice. 	Essential <ul style="list-style-type: none"> Experienced practising artist, creative practitioner or creative professional operating in the arts and cultural sector. Experience of delivering one-to-one/one to many mentoring support, training coaching and/or advice to children and young people. Outstanding coaching and motivation skills. Desirable <ul style="list-style-type: none"> Experience of supporting children and young people in skills development aligned to their own creative practice.
Personal Organisation and Communication <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 at baseline, midpoint and endpoints of contracts with children and young people. To build and maintain relationships with other Creative Mentors and Artist 	Essential <ul style="list-style-type: none"> High level of personal organisation and excellent time management skills. Attention to detail and ability to work to specified milestones and deadlines with beneficiaries. Excellent communication skills (including IT literacy) and can apply effectively, both verbally and in writing.

<p>Facilitators assigned to work on the programme and in a geographic area.</p> <ul style="list-style-type: none"> • To attend and participate in training with TMC and the wider programme team relevant to the work. • To record, monitor and report against key outputs and outcomes. Reporting will be required on a baseline, midpoint and endpoint basis. 	
<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 5-19) with Creative Mentoring 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 and interpreting their needs and advice in accessing support from the work. • To record the beneficiary's 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"> • Experience in developing action plans to support educational, social and emotional learning. <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. <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of delivering Arts Award qualifications at Bronze, Silver and Gold levels.
<p>Children and Young People's Participation and Engagement</p>	<p>Essential</p>

<ul style="list-style-type: none"> To enable children and young people to shape, direct and evaluate the impact of support on their future education, employment and their lives. 	<ul style="list-style-type: none"> 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 conforms to The Mighty Creatives policies and procedures agreed within our work with Children in Need and in care. 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. 	<p>Essential</p> <ul style="list-style-type: none"> Must have a clean current driving licence AND/OR be willing to travel. 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.

4. Referrals



We will be commissioning core activity for Creative Mentor interventions to take place on as case by case referral basis. The contracts term will be negotiated on a child-by-child basis, informed by funders and commissioning partners. **There is no guarantee of immediate work.**

Remuneration



Contract fee available per child and young person is between £480.00- £900 for 16-30 hours delivery and support (inclusive of VAT). The fee offered for contracted services is based on a unit **cost of £30 per hour**. Contracts may be extended in consultation with the referral partner, however, this is always subject to evidencing progress and available funding.

Creative Mentors will be engaged on a freelance basis and will be responsible for their own Tax and National Insurance. Creative Mentors are expected to work from their own premises and use their own equipment (phone, computer, stationary etc). Creative Mentors will be paid at baseline (the start of their contract), midpoint (halfway through their contract) and endpoint (halfway through their contracts). Payments are only approved if the correct paperwork and reporting mechanisms are submitted, completed accordingly.

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.*

We also reimburse materials, resources and travel agreed in advance.

5. Pre-Application Training



A programme of training will be delivered for prospective applicants in April. This is a free training programme for those wishing to apply to be a Creative Mentoring. To find out more and sign up to the series of **free CPD and training *The Art of Creative Mentoring***, please email creativementoring@themightycreatives.com, where a link can be shared with you to our online ***The Art of Creative Mentoring*** course.

Please note, this is an optional course for Creative Mentors to go through during the application phase but it is useful to go through this to understand the level of commitment required for the role.

6. Responding to this Opportunity

We are looking for succinct responses to this opportunity focusing on the **provider specification as outlined on pages 7-9 of this document**. 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, responding to this provider spec.

7. Timescale

If you are interested in becoming one of our Creative Mentors at The Mighty Creatives, please submit a completed application form outlining your experience against the provider specification.



This should be sent to recruitment@themightycreatives.com by the deadline of **9am on 25th September 2023**.



8. Equal Opportunities Form

As part of our commitment to equal opportunities and the diversity of our workforce, we would also request that you complete and return the **Equal Opportunities Form** provided with this tender. Please note this is optional and not a compulsory part of the process.

9. What's Next?

Shortlisted applicants will be invited to online interview during week commencing **9th October 2023**, likely to be on the 12th and 13th. If you haven't heard from us by this time, please consider your application unsuccessful at this time. Due to the high numbers of applications, we receive, we are unable to provide feedback at this time.

Those who are successful at interview stage will be invited to join the pool by **Monday 16th October**, from which induction to the programme will take place, online, across October.

When applying to become part of our Creative Mentoring pool, there is no guaranteed immediate work. 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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Email: Creativementoring@themightycreatives.com

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