



# Creative Mentors Service Specification

April 2025

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

It is crystal clear to many that the arts, creativity, and cultural education have a fundamental role in supporting young people in countering the impact of social injustice. That need has become more demanding in recent years, and we now need to ensure that this is expressed at the heart of our vision:

#### **Social Justice for young people through arts, culture and creativity**

To achieve this vision, our mission has four strategic objectives (SO) and associated SMART outputs over the five years of this business plan as follows:

| SO No. | Strategic Objectives   |
|--------|--|
| SO1    | To transform the lives of our beneficiaries through one-to-one and group-based <b>Creative Mentoring services</b> .  |
| SO2    | To provide support, advice and opportunities to employers which assist our beneficiaries' employment prospects and enterprise opportunities through our <b>Mighty Employers Services</b> .   |
| SO3    | To inspire our beneficiaries to express themselves through the power of creativity and to work with other stakeholders to support best practice, youth-led approaches which foster meaningful cultures that place youth voice at the heart through our <b>Youth Voice services</b> . |
| SO4    | To sustain and grow investment in our work from across the UK and internationally.   |

## 2. The Brief



As part of our core programme **Creative Mentoring**, 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 the organisation.

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 as a team 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.

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### **Who are we looking for?**

We welcome applications from a diverse range of backgrounds, however we will be prioritising the below geographical areas.

- **Certain Areas in the West Midlands:**

- Staffordshire Moorlands
- Stafford (including Stafford and Stone)
- Crewe
- Tamworth
- Stoke-On-Trent

- North-East Derbyshire (including Clay Cross, and Chesterfield),
- High Peak (including Buxton, Chapel-en-le-Frith and Glossop)
- Nottingham and Nottinghamshire

- **Certain Areas in the East Midlands:**

- **Certain Areas in South Yorkshire**

- Sheffield
- Rotherham

**Whilst we are looking for Creative Mentors practicing in various disciplines, we are specifically welcoming those with expertise in the below:**

- Music Production and Technology,
- Singer/Song Writers
- Carpentry or Woodwork,
- Sculpture,
- Mechanics,
- Engineering and STEM based Arts,
- Jewellery Makers
- Performing Arts and Dance,
- Creative Writers
- Poets
- Digital Art (filmmaking, photography, animation etc),
- Video Games Design including Virtual Reality,
- Illustration.

We also welcome applications from those who are fluent in **Arabic, Pashto, Persian or Vietnamese**, due to our work with Children from Overseas.



### 3. Provider Specification

Please refer to these in your application form.

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

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|--|--|
| <p>Facilitators assigned to work on the programme and in a geographic area.</p> <ul style="list-style-type: none"> <li>• To attend and participate in training with TMC and the wider programme team relevant to the work.</li> <li>• To record, monitor and report against key outputs and outcomes. Reporting will be required on a baseline, midpoint and endpoint basis.</li> </ul>  | <ul style="list-style-type: none"> <li>• Able to speak one or more of the following languages: Vietnamese, Arabic, Pashto or Persian.</li> </ul>   |
| <p><b>Beneficiary Management</b></p> <ul style="list-style-type: none"> <li>• To assess beneficiary pathways into education, employment and/or the creative sector.</li> <li>• To engage individuals (children and young people 5-25 with Creative Mentoring support to participate in the programme.</li> <li>• 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.</li> <li>• To record the beneficiary's journey via The Mighty Creatives Staff team.</li> <li>• To check that the beneficiaries are satisfied with progress, the quality of programme services, record feedback and other relevant information.</li> </ul> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in developing action plans to support educational, social and emotional learning.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of analysing and reporting on key performance indicators of work with children and young people.</li> </ul>                             |
| <p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>• To be an ambassador for The Mighty Creatives.</li> <li>• To establish and develop good relationships within the creative and cultural sector.</li> </ul>   | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Understanding of and commitment to the vision, values and objectives of The Mighty Creatives and work with young people leaving care.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience of delivering Arts Award qualifications at Bronze, Silver and Gold levels.</li> </ul> |

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|---|--|
| <p><b>Children and Young People's Participation and Engagement</b></p> <ul style="list-style-type: none"> <li>To enable children and young people to shape, direct and evaluate the impact of support on their future education, employment and their lives.</li> </ul>   | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Experience of and skills in facilitating mentoring with children and young people.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Understanding of the theory and model good practice in relation to young people's participation.</li> </ul>  |
| <p><b>Other</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>To ensure The Mighty Creatives standards of good Governance, Risk Management, Health &amp; Safety, Quality, Financial and People Management and Development systems and Policies are adhered to.</li> </ul> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Must have a clean current driving licence <b>AND/OR</b> be willing to travel.</li> <li>Have a good working knowledge of Health and Safety best practice including experience of managing Risk plans for activity with children and young people.</li> <li>Understanding of Safeguarding issues in relation to children and young people and vulnerable young adults leaving care.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Knowledge and experience of supporting activity funded by Children in Need, Arts Council England, Trust and Foundations.</li> </ul> |

## 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** is based on a unit **cost of £30 per hour**. Contracts vary from anything between 16 hours per child to 120 hours per child, dependent on the funding or project. 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 paid at baseline (the start of their contract), midpoint (halfway through their contract) and endpoint (end of their contracts). Payments are only approved if the correct paperwork and reporting mechanisms are submitted, completed accordingly.

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 use their own equipment (phone, computer, stationary etc).

**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, or at our day rate.*

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



## 5. Pre-Application Training

There will be a **Creative Mentor Pre-Application Briefing Session** on **Tuesday 22<sup>nd</sup> April 5-7pm** on Zoom for those wishing to attend. Whilst it isn't compulsory for all applying artists to attend, it is advisory so those applying understand the responsibilities of the role and expectations of the programme. You can book onto this:

<https://themightycreatives.com/events/briefing-for-creative-mentor-applicants-april-may-recruitment-22nd-april-2025/>

## 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**.

It would be great to hear about previous work you have done and existing relationships you have in delivering similar services with children and young people, **responding to this provider spec and the essential and desirable criteria**, so please do refer to these in your application.

## 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](mailto:recruitment@themightycreatives.com) by the deadline of **9am on Tuesday 6<sup>th</sup> May 2025**.



## 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.

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## 9. What's Next?

Shortlisted applicants will be invited to an online interview scheduled to take place on either **Monday 19<sup>th</sup> May or Tuesday 20<sup>th</sup> May**. If you haven't heard from us by this time, please consider your application unsuccessful. 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 **Friday 23<sup>rd</sup> May** from which induction to the programme will take place. The scheduled dates and times for the induction period are below:

- Tuesday 27<sup>th</sup> May 1.30-5pm (online training) – *A Deeper Dive into the Creative Mentoring Practice with TMC and The Amber Factory.*
- Friday 6<sup>th</sup> June 2-5pm (online training) – *Safeguarding Best Practice with TMC.*
- Thursday 19<sup>th</sup> June 1pm-4:30pm (online training) – *Understanding the Vulnerable Brain with Well Within Reach.*
- Thursday 26<sup>th</sup> June 4-6pm (online training) – *Managing Beginnings and Endings with Well Within Reach.*

**Creative Mentors will be paid for their time in attending any compulsory training sessions and briefings.**

**When applying to become part of our Creative Mentoring pool, there is no guarantee of 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:**

**[Recruitment@themightycreatives.com](mailto:Recruitment@themightycreatives.com)**

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