



## Freelance Project Coordinator

Fee – £8,500 plus VAT

Timeframe – June 2022 – March 2023

Number of Days – 30

Role commencing 1st June 2022

### Introduction

Panel and Craft Scotland are looking for an imaginative and experienced Project Coordinator to:

- Develop and coordinate a webinar event in partnership with Education Scotland, which presents and promotes research and project outcomes from MAKE Learn to school staff across Scotland. **8 Days**
- Coordinate the MAKE Learn steering committee meetings, which take place up to four times per year, contacting members, scheduling meetings and taking minutes. **4 Days**
- Coordinate a parliamentary exhibition for MAKE Learn, supporting Panel and Craft Scotland in the project management and delivery of the work. **12 Days**
- Administration, meetings and programme development. **6 Days**

## Background

MAKE Learn is a new campaign led by MAKE and Craft Scotland, designed to review the provision and development of craft education within Scotland's primary and secondary schools and beyond. The campaign's ambition is to ensure that every young person is given the opportunity to learn through craft and to develop material skills. Through this work, MAKE Learn proposes the long-term value of teaching craft and making skills from early years through to further education and advocates for the inclusion of craft within Scotland's education curriculum.

A pilot project to bring craft back into the classroom was delivered within schools in 2021 and ran alongside the development of the 'Craft and Making Education in Scotland Today' report, launched on 6th October 2021. The report highlights the long-term value of teaching craft as part of the schools curriculum and was recently shared with Scottish Ministers and key policy makers for education and schools.

**A Webinar** is being held to introduce Scotland's teachers to the outcomes and ambitions of the initiative. Panel and Craft Scotland will make the selection of speakers for the event, the Freelance Coordinator will coordinate all aspects of their presentation for the webinar.

**A Steering Committee** is being created to set national vision and strategy; communicate with other sectors; and drive, coordinate, monitor, evaluate, and report on all MAKE Learn activity.

**An Exhibition** at the Scottish Parliament is being proposed to engage MSP's in MAKE Learn's ambition and to support an ongoing press campaign for the initiative. Proposal to be submitted to Parliament ASAP – date of exhibition TBC.

To find out more about the MAKE project, go to [makemanifesto.com](http://makemanifesto.com)

## Delivery Mechanism

- The delivery of the webinar will be managed by the Freelance Project Coordinator and overseen by Panel and Craft Scotland.
- The coordination of up to four Steering Committee meetings will be led by the Freelance Project Coordinator, including scheduling of at least one ‘in person’ meeting covering room, hire, set up and catering, AV, and minute taking.
- The planning and delivery of an exhibition at the Scottish Parliament will be managed by the Freelance Project Coordinator and overseen by Panel and Craft Scotland.
- A total of 30 working days will take place between 1st June 2022 and 31st March 2023
- All activity has the focus of Craft in Education in Scotland, drawing on the key outcomes of the MAKE Learn report and pilot project. All activity will also strongly consider Digital Resourcing and Connectivity and Diversity and Inclusion.

## Budget Overview

Project Coordinator Fee\* - £8,500 plus VAT

Delivery Budget will be managed by Panel and Craft Scotland

\* Based on 30 days working across the project dates of June 2022 – March 2023. The Project Coordinator will independently manage their time.

## Deliverables

- Develop, plan and coordinate the MAKE Learn webinar, including management of all speaker notes, slides, audio-visual material and resources.
- Liaise closely with the Craft Scotland director and the Panel co-directors to lead on appointing speakers, managing all webinar content including audio visual material, slides and resources.
- Attend project meetings as required (via Zoom and in person).
- Maintain and build relationships with selected speakers; work collaboratively with involved makers and other partner organisations. *(continued over)*

- Work with the graphic designer on all artwork relating to the Webinar.
- Manage the schedule and administration of the project.
- Attend PR meeting(s).
- Liaise closely with the Craft Scotland director and the Panel co-directors to lead on general project administration for the Committee Meetings, including arranging and scheduling meetings, managing all in person meeting logistics, writing minutes.
- Liaise closely with the Craft Scotland director and the Panel co-directors to develop, plan and coordinate the MAKE exhibition at the Scottish Parliament, including management of all graphic design and production, audio visual material and exhibition content.

## Specific Core Competencies

### Training and experience

- Relevant experience of online and in person project coordination and delivery.
- Experience in core administration with excellent organisational skills.

### Knowledge

- Good understanding of MAKE and a strong interest in supporting its Aims, Objectives and Core Values.

## General Core Competencies

- **Organisational** and time-management skills – the ability to plan and prioritise workload.
- **Analytical** exceptional attention to detail and the ability to apply logical problem solving skills.
- **Creativity** the ability to generate and apply knowledge in a range of contexts and in an innovative manner.
- **Communication** the ability to express oneself clearly, to listen and consult with a diverse range of people.

## Person Specification

Skills and Experience	Essential	Desirable
Demonstrable experience in developing and coordinating projects in the visual arts, design and/or craft sectors	✓	
Ability to manage relationships across the project and ensure effective communications are maintained at all times	✓	
Advanced computer and IT skills - knowledge of a range of software packages, including Excel, and a flexible approach to learning. An understanding and experience in online webinar hosting	✓	
Financial fluency, with proven budgeting experience	✓	
Ability to work independently and to one's own initiative	✓	
Experience of monitoring and evaluating outcomes	✓	
Ability to complete tasks and projects on time and to a high standard	✓	
Driving Licence		✓
Identifying as from any of the MAKE's priority underrepresented groups		✓

We welcome applications from individuals whose lived or professional experience can make a valuable and distinctive contribution to our work in Scotland. We would especially welcome applications from people who belong to groups currently underrepresented within the craft sector, including Black, Asian, Mixed Heritage and People of Colour, refugee, D/deaf, disabled, working class and/or LGBTQIA+.

## Project Partners

MAKE is a manifesto for craft in Scotland, generated from a series of conversations with makers across the country. It is for makers, both professional and non-professional, learners, retailers, cultural venues and organisations and independent facilitators supporting the sector. As a report and a nine-point manifesto, it is a collective call for change and is purposeful, outlining a set of action points and a set of recommendations that directly reflect the issues of makers living and working in Scotland today. A Committee of makers helps to direct strategy for MAKE projects with consideration and care. It is voluntary and designed to encourage and strengthen links between MAKE projects and other relevant communities, networks and institutions.

MAKE developed from discussions and workshops led by the Craft Development Network, a sector network initiated and supported by Craft Scotland. Securing a legacy from the Craft World Café and the work carried out by Roanne Dods in 2016–17, Craft Scotland acted as a craft incubator and nurtured the first iteration of MAKE through the publication of a report authored by Panel in 2018. Panel went on to develop and launch the manifesto through an ‘unconference’ event in 2019.

A part of MAKE, MAKE Learn is a partnership between Craft Scotland and Panel.

## Project Partners



MAKE was founded and is currently guided by **Panel**, an independent curatorial practice led by Catriona Duffy and Lucy McEachan. Based in Glasgow, Panel commissions design and craft in response to particular histories, archives and collections. Working in partnership with other organisations, venues and places they present this work through a programme of exhibitions, events and cultural projects delivered across a range of locations, venues and environments. [wearepanel.co.uk](http://wearepanel.co.uk)



**Craft Scotland** is the national development agency for craft. Craft Scotland's goal is to make Scotland a place where craft is valued as culturally significant, essential to our economy and meaningful to our communities. Craft Scotland aim to unite, inspire and champion diverse and high quality contemporary craft. We put makers at the heart of all we do, creating opportunities to practice, exhibit, sell and promote work, and to develop creative and business practice. Through exhibitions in Scotland and internationally, through an events programme, partnerships and online channels, Craft Scotland encourage wider audiences to see, buy and learn about craft, advocating for craft as a vital contributor to the cultural, economic and social well-being of individuals and communities. [craftscotland.org](http://craftscotland.org)