

Leeds33

Cultural Education Partnership Manager

Start	w/c 1 st September 2025
Location	Hybrid
Commitment	3 days a week (22.5 hours)
Fee	£12,250
Contract	7 months (potential for extension dependent on funding)

Leeds33 is recruiting a part-time, fixed-term, Cultural Education Partnership Manager to work 3 days each week, for a period of 7 months. This is a freelance opportunity.

Deadline for applications: Tuesday 22nd July 2025 at 9am

Interview date: Tuesday 5th August 2025 (via Teams)

About Leeds33

Leeds33 was established in September 2017 in response to Arts Council England's Cultural Education Challenge and is part of a national network of [Local Cultural Education Partnerships](#) (LCEPs).

LCEPs are a partnership of arts and cultural organisations, educational institutions, local authorities and other stakeholders committed to developing cultural learning opportunities for children and young people in their local area. They exist across the country in different local authorities and respond to local need and context.

As the LCEP for the city of Leeds, Leeds33 works strategically to drive a joined-up cultural offer, to share resources and bring about a more coherent, visible, cultural education offer for children and young people in the city. We have a wide and growing membership of organisations through our mailing list, from across the cultural, education, and community sectors which cover all geographical areas of Leeds.

In July 2024, Leeds33 became a CIO. Since then, work has been done to build systems and processes, strengthen governance and work towards securing funding. We have previously delivered events spanning CPD sessions to a conference. Activity has started to be developed and delivered in the form of focus groups, workshops, and networking events. To find out more about us, [visit our website](#).

About the Role

Leeds33 is looking for a Cultural Education Partnership Manager to oversee the operational delivery and day-to-day activities for the organisation. This role is hybrid and for 3 days a week. Leeds33 doesn't have a physical office, so for the most part, the candidate is expected to work remotely. However, there will be times where in-person meetings are required and travel into and around Leeds will be necessary. The candidate's presence will also be required for the delivery of projects as needed – in particular our Arts Council England Project Grant activity. Days of work to be agreed in advance with the Chair of the Board of Trustees. At least one day should be the same as our Comms Coordinator, who currently works part-time on a Wednesday and Thursday.

The Cultural Education Partnerships Manager is responsible for overseeing the day-to-day operations of Leeds33, as well as delivery of meetings and events. They also line manage a part-time, freelance employee of a Comms Coordinator for 2 days per week. The Comms Coordinator supports with the delivery of the monthly newsletter and social media posts, as well as with wider Comms strategies.

The post-holder will play a crucial part in ensuring that all children and young people in Leeds have access to high-quality cultural education experiences.

Key Responsibilities:

- ❖ Project Management: Leading on the delivery of the Leeds33 programme, including CPD workshops, networking sessions, a youth programme and a sharing event.
- ❖ Operational Management: Organising internal meetings for the Board of Trustees and Advisory Board. Keeping accounts in order and supporting financial reporting. Supporting organisational systems. Line managing freelancers and volunteers.
- ❖ Administration: Minute taking, creating papers, and writing agendas for meetings.
- ❖ Communication: Regular updates to stakeholders including the Advisory Board and Board of Trustees.
- ❖ Promoting Leeds33: Overseeing and writing content for blog posts, the monthly newsletter and socials; and developing its membership.
- ❖ Fundraising: supporting with fundraising from finding funding opportunities to writing applications.
- ❖ Documentation: Coordinate video/ photographer, archive content.
- ❖ Evaluation: Manage evaluation expertise, support reporting and grant monitoring.
- ❖ Other: Tasks as required to fulfil the aims of the organisation.

Other Duties:

- ❖ Attend local meetings related to LCEPs
- ❖ Maintain knowledge of national and local initiatives beneficial to LCEPs.
- ❖ Provide written reports and attend meetings as required.
- ❖ Administer workload, meet targets and deadlines.
- ❖ Commit to equal opportunities and safeguarding children, young people, and vulnerable adults.

Person Specification

Essential Criteria:

- ❖ Understanding of Leeds' cultural and creative sector
- ❖ Experience of working in partnership with various stakeholders

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- ❖ Experience of delivering medium-sized conferences or similar, workshops, events
- ❖ Strong written and verbal communication skills for a range of audiences
- ❖ An organised individual with strong operational and administrative skills who is able to meet deadlines
- ❖ A self-starter who is able to identify tasks and future actions to drive forward progress
- ❖ Basic financial knowledge
- ❖ Interest in cultural education
- ❖ A strong commitment to Equality, Diversity and Inclusion and an understanding and commitment to safeguarding practices

Desirable Criteria:

- ❖ Experience of working with schools and young people
- ❖ Experience of fundraising

How to Apply

Please submit your interest by sending your CV and a cover letter outlining your suitability for the role to hello@leeds33.com by **Tuesday 22nd July 2025 at 9am**. Please address the outlined criteria in the person specification as this is what we will mark your application against. Please also provide the contact details for two references in your application.

Interviews will take place online via Teams on Tuesday 5th August 2025.

If you haven't heard back by Thursday 31st July 2025, your application has been unsuccessful. Due to being a very small team, we are unable to provide feedback on applications that have not been taken to interview.

Access and Reasonable Adjustments

Leeds33 is committed to diversity and inclusion in the workplace. We encourage applications from all backgrounds, communities, and ages.

If you require any access support during the application process, please let us know. If another format or application process would be more accessible for you, such as video or audio, please contact hello@leeds33.com who will make the appropriate arrangements. If invited to interview, we will ask you if you need any reasonable adjustments.