



**Brief – For Trafford Cultural Education Partnership: Bringing together Trafford’s current creative and cultural offer for children and young people for sharing with schools, colleges and alternative education providers.**

**Introduction** – Trafford Council has secured funds to enable the current creative offer for children and young people in Trafford to be collated and presented to schools, colleges, and the cultural and health sectors, via the Trafford Cultural Education Partnership.

The overarching objective of this work is to enable GM schools, colleges, alternative education providers, and the cultural and health sectors to see the current creative offer in Trafford, in order to facilitate more visits and connections to be made, and to help to identify opportunities for growth and development, building on the existing offer.

**Brief**

- To research and bring together on Trafford Music Service’s website (which uses the software Squarespace), the current creative and cultural offer for children and young people, which takes place within the borough of Trafford, in a format that can easily be shared with teachers and leaders working with children and young people. Artforms to be included are visual arts, design, music, performance, drama, dance, theatre, creative writing, film and photography, graphics and digital media. Please note that the information may also be transferred onto other Council website pages.
- Current offer listings to include: Title of activity, organisation, venue, frequency/timing, costing where applicable, age range suitability, access information, website, booking link where available, contact name, email and phone number (reference school specific booking number where relevant)
- To create a contact list in order to enable annual updating of the data that has been drawn together.
- To help Trafford Cultural Education Partnership to identify future opportunities emerging from the data-gathering, e.g. gaps in provision.

**Context** – Trafford Cultural Education Partnership relaunched in Autumn 2024 and is co-chaired by Caroline Gleaves (Gorse Hill Studios) and Ruth O’Keefe (Trafford Music Service). The TCEP has identified this piece of work as a priority, and is responding to a need indicated by Trafford head teachers. Current membership of the TCEP is: Gorse Hill Studios, Trafford Music Service, Sale Waterside, Lostock School, Seed Studios, Altrincham Garrick, The Performer’s Playground, Rosarie Walsh, Venture Arts, Alchemy Arts, OT Creative, Stretford Public Hall, Stretford High, Trafford College, Young Identity, Great Places Housing Group, Bollin Primary School, Greater Manchester Youth Federation, Trafford Council officers from Culture, Children’s Services, Libraries, Virtual School and Public Health.

**Timeline** – We would like the work to be completed and live by the beginning of September 2025. Briefing meeting with TCEP chairs in May 2025, which will include a handful of target users of the listings. The contract will be managed by Trafford Music Service.

**Finance** – The value of the opportunity is £4,000, plus VAT where it applies. The amount is fully inclusive of all costs including any necessary research and documentation.

**Proposals and questions** – **Please send to [music.service@trafford.gov.uk](mailto:music.service@trafford.gov.uk).** Proposals to include an outline of your approach to delivering the work, on a timeline; evidence of your experience in bringing together and presenting information, ideally targeted at a school market; and experience of using a website to present information (Squarespace). Knowledge of Trafford would be an advantage. Please include contact details for two referees.

**Closing date for proposals - 5pm 6 May 2025.**

Commencement of contract – May 2025

Completion of contract – September 2025