

Pathfinders – Working Together Agreement

This 'working together agreement' template supports planning and reflection on a partnership, and aims to address the challenges and complexities of progression partnerships. It is based on a recommendation from Rachel Harrison at the Horniman Museum that every project involving two organisations collaborating on such a project should have a 'working together agreement'. Less formal than a partnership agreement, such an document presents an opportunity to build a clear, appropriate and mutually-agreed structure for planning, evaluation and reflection on future development.

Summary

For positive progression route experiences between:

[Enter name of 'intermediary' organisation]:

[Enter name of 'next-step' organisation]:

'Next-step' project mission:

'Next-step' project aims:

What further progression opportunities there are beyond this 'next-step' opportunity:

Approach

The agreement is based on the following working approach:

- To work together to provide inclusive opportunities for individuals, particularly those who are vulnerable, marginalised or in-need of support;
- To work in a way that is person-centred;
- To build community;
- To adopt a collaborative approach that draws on the particular strengths, knowledge and experience of partner organisations;
- To promote mutual trust, respect and open communication as a guiding principle in developing a mutual partnership between partner organisations;
- To look at sustainable models of continuing the project into the future, and ways to share learning in the wider sector;
- Both organisations are committed to the policies and procedures that ensure the safety of staff, volunteers and participants.

Target overall outcomes:

For participants:

For the 'working together' organisations:

Target outputs:

Number of sessions:

Number of signposted participants:

Number of performances:

Number of further progressions:

Divisions of responsibility

The 'intermediary' organisation will:

- Identify and engage with potential participants;
- Assess needs of young people and share relevant information with 'next-steps' organisation if necessary;
- Provide a support worker (if necessary) and brief them on role prior to the event;
- Prepare young people and their families for the opportunity including: simplifying promotional and enrolment material; planning travel arrangements; paying enrolment fees and public transport costs; filling in enrolment forms; briefing families on what to expect;
- Provide feedback from participants and support worker to the 'next-step'.

The 'next-step' organisation will:

- Share information about the content and ethos of the opportunity in advance;
- Respond proactively to information shared about participants learning needs by briefing course tutors and pastoral team on a case-by-case basis;
- Provide additional financial support for support workers if necessary;
- Provide transport solutions if the venue is particularly inaccessible;
- Brief support workers on the day and include them in 'next-step' team meetings;
- Provide feedback to 'intermediary' on participant progress and experience;
- Share information about further progression routes with 'intermediary' and participant families.

Support arrangements

Support worker necessary: yes/no

Name:

Contact Number:

Responsibility on the day

Responsible for: [name of participant]

Brief summary of learning needs of participant:

Responsible to [e.g. Project Manager in 'next-steps' organisation.]:

Briefing scheduled for:

Timing of breaks:

Participant travel support necessary: yes/no

Pick-up location:

Pick-up time:

Drop-off location:

Drop-off time:

Parent/carer phone number:

Timetable

Dates of sessions:

Dates and times for 'intermediary' and 'next-step' to check in:

In the month before:

In the week before:

After the project:

Date/ time for sharing further progression opportunities with participants and families:

Budget

Budget outline to include 'next-step' additional support (i.e. additional travel costs and additional support worker fees)

Project evaluation

How will we know the project has been successful?

- *We will evaluate against the project aims and objectives;*
- *We will monitor against our targets;*
- *We will gather feedback in an appropriate and inclusive way from participants, staff and volunteers throughout;*
- *We will develop a way to evaluate well-being outcomes from engagement;*
- *We will share post-progression route evaluation between 'intermediary' & 'next-step' organisations.*

Taken from "Pathfinders: A research report on musical progression routes for children and young people from refugee, asylum seeker and new migrant families"



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