# Job Description

**Job title: Information Manager**

**REPORTING TO:** *Partnerships Director*

**Salary range:** £29,000 - £35,000

**Job Purpose:**

To enable the organisation to expand its networks and develop understanding of the cultural and education sectors in London. To provide useful and timely resources to the sector that is in keeping with the core mission. The post will lead on the management of information, knowledge and research across A New Direction. The post will help maintain up to date and relevant databases of contacts and networks, organise and develop appropriate knowledge resources online and off-line and lead organisation’s corporate research programme under the direction of the Partnerships Director..

**Job Context:**

A New Direction is an organisation that exists to offer young Londoners access to arts, creative and cultural opportunities. A New Direction has a remit to develop connections and useful knowledge based networks across the culture sector in London as well as schools and education institutions. The Information Manager is a member of the Partnerships team and works closely with the Communications Associate to assist on the delivery of all aspects of the communications and research strategy.

**MAIN RESPONSIBILITIES AND TASKS**

* Implementing the adoption of an up to date, useful and user friendly contacts database
* Maintaining systems for managing communication with contacts
* Organising and scheduling the timely and effective distribution of content through key networks in collaboration with the communications assistant (i.e. papers, reports, blogs, tweets etc)
* Keeping up to date with key research and knowledge networks in the sector and distributing knowledge internally
* Providing policy briefings and timely digest of relevant information for external use as required
* Maintaining appropriate systems of holding and filing knowledge, information and data
* Overseeing archive and knowledge systems in collaboration with all team assistants
* Managing all research programmes and advising on the development of a medium term research strategy
* Undertaking small scale research reports as required Providing support and project management for all commissioned research projects
* Writing research digest’s and reports
* Speaking at conferences and event on research related matters
* Managing AND’s infographics and borough profiles as part of the delivery of the Bridge contract
* Managing the design and publication of content in collaboration with colleagues
* Fact checking, organisation of research content and references
* Answering the telephone, general reception duties and responding to both written and email enquiries and managing the A New Direction email info box.
* Input into planning processes and advise on medium and long term research strategy

This is a description of the job as it is presently constituted. It is the practice of the organisation to periodically review job descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description after consultation with you.

Person Specification

Skills and Abilities

* Good communication skills in oral, written and visual communications
* Ability to meet deadlines, monitor a budget and to achieve project objectives
* Ability to commission small and large scale research projects and manage suppliers
* Ability to work under own initiative and prioritise a range of tasks with minimal supervision
* Editing and proof reading skills
* Able to work with accuracy and attention to detail
* Administrative and organisational skills
* Computer literate in Microsoft Office (Word, Excel, Powerpoint)
* Ability to research information from a wide range of sources
* Facility with a range of research techniques

Knowledge/ Qualifications/ Training

* Good working knowledge of Microsoft Office, the Internet, Excel
* Evidence of knowledge of research techniques either through work experience or formal qualification
* Working knowledge of SPSS and Salesforce
* Knowledge of office systems and procedures

Experience

* Experience of managing research projects
* Experience of working in a busy office environment
* Experience of working with an information or research remit
* Experience of working with a in a team

Behaviours/ Competencies

* Displays a strong empathy with the values and vision of *A New Direction*
* Demonstrates a clear communication style
* Able to act as an advocate for A New Direction at external events and speak in public
* Displays a commitment to Continuing Professional Development (CPD)
* Is tactful, calm and sensitive
* Is outcomes orientated, solutions focused
* Has a high degree of integrity
* Displays a commitment to working positively within a framework, which values and celebrates diversity
* Has an interest in arts education, creative and cultural education
* Displays a willingness to learn about web content management, editing and image manipulation packages
* Willing to develop funding packages to support the work of the organisation

Special Conditions

It is likely that on occasions there will be a requirement for this role to work unsocial hours including evenings and weekends.