**Job description**

**Creative People and Places**

**National Evaluation coordinator: Maternity Leave cover**

**About the job**

This contract covers a period of maternity leave and runs from November 2015 to early December 2016 and is based at A New Direction in London. The post is 2 days or 16 hours a week (post holder can spread time as required during the week or across weeks).

The main objective of the job is to effectively coordinate the national evaluation of the CPP programme working with the CPP areas and commissioned research/evaluation agencies and consultants. The post will have a particular focus on ensuring the quality of the main meta-evaluation for the programme and effective dissemination. The overall strategy for the CPP evaluation is defined by the CPP National Evaluation steering group made up of the Arts Council and CPP areas.

The post-holder will be expected to work with CPP areas and in particular to work closely with the Peer Learning Coordinator and Communications Coordinator who are managed from our partnering organisation for the CPP programme, Woodhorn Museum in Northumberland. The post holder can choose to split their time between the London office and area offices if that is convenient, and as such some travel may be required.

The salary range is between £25,000 and £28,000 pro rata depending on experience.

Core tasks

**Project management and commissioning**

* To project manage the overall Plan for the evaluation following sign-off by the Steering Group and ACE
* To write briefs for tender to external agencies and consultants
* To organise all governance arrangements and meetings and take appropriate notes and actions
* To generate and manage risk register for the project
* To report regularly to the Arts Council and complete any monitoring requirements
* To manage the budget for the project and ensure good financial planning is adhered to
* To ensure all external deliverers execute their activity effectively and in the best interests of the Programme

**Collaboration with Place consortia**

* To support Places with their monitoring and reporting requirements and act as a link between the CPP Places the Arts Council and the main evaluation contractors
* To coordinate briefing of ‘critical friends’ as necessary and act as an informal coordinator for this group
* To maintain databases of and general communication with key CPP Place contacts, including those specifically dealing with place evaluation.

**Dissemination and discussion**

* To maintain a limited access online forum for discussion of CPP activity
* To monitor discussion and facilitate debate online
* To write blogs and short case studies where appropriate
* To develop an effective editorial approach to dissemination and the commissioning of interim findings

**Requirements**

**Skills and abilities**

* Project planning skills, including the ability to meet deadlines, to keep to budget and to achieve project objectives
* Proven capacity to use a range of research techniques
* Ability to communicate effectively in a range of different settings
* Good financial management skills
* Well developed creative skills, with the ability to think laterally and innovatively
* Report writing skills
* Computer literate in Microsoft Office (Word, Excel, Powerpoint)
* Good facility with online modes of communication and social media

**Knowledge/ Qualifications/ Training**

* Knowledge of a range of current evaluation and research approaches as they relate to arts and community development
* Educated to degree level or equivalent

**Experience**

* Experience of working with a wide range of stakeholders, including managing complex and potentially sensitive relationships
* Experience of the management and control of budgets
* Experience of co-ordinating staff and contractors
* Experience of collecting high quality evaluation evidence
* Experience of brokering new and effective partnerships with creative practitioners and cultural organisations
* Event management experience for small scale networking events and larger scale conferences

**Behaviours/ Competencies**

* Exhibits a passionate interest in, and commitment to the values of Creative People and Places
* Displays a commitment to reflective practice and Continuing Professional Development (CPD)
* Demonstrates a clear communication style
* Is outcomes orientated and solutions focused
* Displays a commitment to developing innovative and flexible ways of working
* Has a high degree of integrity
* Displays a commitment to working positively within a framework, which values and celebrates diversity
* Exhibits a flair for, and understanding of, creativity and creative learning

**Special conditions**

It is likely that on occasions there will be a requirement for this role to work unsocial hours including evenings and weekends and extensive England-wide travel is expected.

**The post will be managed by the Partnerships Director at A New Direction.**

**To apply for this post please send a covering letter and CV to Holly Donagh by 12th October 2015**

[**Holly.donagh@anewdirection.org.uk**](mailto:Holly.donagh@anewdirection.org.uk)

**Interviews will take place week commencing 19th October 2015.**

**For more information on Creative People and Places see**

[**www.creativepeopleplaces.org.uk**](http://www.creativepeopleplaces.org.uk)

**http://www.artscouncil.org.uk/funding/apply-funding/funding-programmes/creative-people-and-places-fund/**