#### Job Description

**Job title: Senior Programme Manager (Schools)**

Maternity cover Fixed Term One Year Contract

(1 December 2015 – 1 December 2016 tbc)

**REPORTING TO:** Programme Director

**Salary range:** £39,443 – £41,845

**Job Purpose:**

To lead and direct A New Direction’s overall Schools programme strategy and delivery. A key role in the development of the future of the organisation, identifying and sharing evidence, new learning and creative approaches emerging from the programmes and take a lead role in progressing new strategy opportunities emerging from the programmes.

**Job Context:**

A New Direction is an organisation that exists to offer young Londoners access to arts, creative and cultural opportunities. Through strategic regional partnerships and programmes, the organisation is well positioned to influence and connect leaders from across the arts and education sectors to deliver major initiatives, share knowledge and deliver against strategic objectives.

AND is part of a national network of Bridge organisations funded by the Arts Council to connect culture with young people and schools. The **Senior Programme Manager (Schools)** works closely with the Senior Management Team to build and maintain positive relationships with a range of key stakeholders including schools, local authority leads, key funders, training providers and regional strategic bodies. The **Senior Programme Manager (Schools)** plays a key role in developing AND, working strategically with schools, teaching schools and a range of partners to create new opportunities for partnerships between schools in London. This includes supporting schools to achieve Artsmark and deliver Arts Award, working towards a target of 50% of London schools achieving Artsmark by 2018 and a 30% year on year increase in the numbers of young people achieving Arts Award.

Work with schools is core to AND’s mission and is a significant part of what the organisation delivers. Over the next three years, this work needs to take on a significantly higher profile, and drive real improvement in how schools deliver arts and cultural activity for their students to ensure that they have high quality artistic and cultural experiences throughout their time at school. The Senior Programme Manager (Schools) will develop, implement and manage AND’s schools activity, working towards it becoming a large-scale programme delivered by schools, for schools, and with the support of a range of expert practitioners and arts partners to ensure quality of provision.

**MAIN RESPONSIBILITIES AND TASKS**

* To lead AND’s schools programme strategy and delivery as agreed with SMT, and to take a lead role in progressing new strategy opportunities emerging from the programmes
* To lead on the effective monitoring, evaluation and reporting of the programme
* To develop and maintain strategic relationships with key partners including school leaders, Teaching Schools council, Music Education Hubs Arts Council England, regional agencies, local authorities, partners and young people
* To manage permanent and freelance staff and consultants
* To monitor the effective use of budgets across the programme
* To work with SMT to support the development of new delivery models and services in relation to arts education provision
* To take an active role in the quality assurance of AND’s programmes
* To support the business planning process of AND’s Bridge and overall programme
* To ensure policies and procedures are adhered to in order to achieve best practice in all A New Direction’s programmes, including child protection and health and safety
* To contribute to the implementation of A New Direction’s fundraising strategy, writing bids, liaising with funders and producing monitoring and evaluation reports
* To act as the public face of A New Direction
* Undertake other duties which may reasonably be required

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

**Person Specification**

Skills and abilities

* Project planning skills, including the ability to meet deadlines, to keep to budget and to achieve project objectives
* Ability to communicate effectively in a range of different settings and to act as an effective ambassador for the organisation
* Ability to develop strategy and monitor and evaluate appropriately
* Good communication skills in oral, written and visual communications
* Good financial management skills
* Well-developed creative skills, with the ability to think laterally and innovatively
* Fundraising and bid writing skills
* Report writing skills
* Computer literate in Microsoft Office (Word, Excel, Powerpoint)
* Line management and delegation skills

Knowledge/ Qualifications/ Training

* Knowledge of a range of evaluation and research approaches as they relate to arts and creative and cultural education
* An understanding of local authority structures including Children’s Services and Children’s Trusts
* Educated to degree level or equivalent
* Good knowledge of the statutory education system and the role of the arts, creativity and culture within schools particularly

Experience

* Experience of developing and delivering arts education creative and cultural learning programmes in an educational and other contexts
* 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

Behaviours/ competencies

* Exhibits a passionate interest in, and commitment to, the best outcomes for children and young people
* Demonstrates confidence in working with young people from a range of backgrounds
* Displays a strong empathy with the values and vision of A New Direction
* 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.