

# Job Description

**Job title: Education Programme Manager (Brent LBOC 2020)**

**Reporting to: Senior Programmes Manager**

**Location: London**

**Contract: Fixed Term 2 years (February 2019 – January 2021)**

**Hours: 2-3 days per week (part time)**

**Salary: £34,060 - £38,249 (full time equivalent)**

We are looking for a Programme Manager with experience of leading networks and designing education programmes & resources to manage the delivery of the Brent London Borough of Culture 2020 education programme throughout 2019 – 2020.

## About us

A New Direction is a not-for-profit organisation that exists to ensure that all children and young people in London can develop their creativity and play an active part in the culture and heritage of the city.

London is one of the greatest creative hubs in the world. Every day, thousands of the children and young people who live here are inspired by the city's culture to unleash their own creative side. They have the chance to develop their skills, talents and passions, becoming people who can thrive in a challenging, changing world and boost our wider society. But there are also thousands of young people who miss out on London's creative opportunities. Barriers of inequality or simple lack of support stop young people from reaching their creative potential, which has knock-on effects for their chances of personal fulfilment and success in later life.

Inequality is not set in stone; we can make London into a city with equal opportunities to engage with culture and be creative for all young people and children. This is our vision. We are working towards a society where all children and young people can thrive through developing their creativity.

We work directly with the organisations at the front line: schools, cultural venues, local authorities and businesses. We unite those organisations to campaign for better policies that serve children and young people. We organise joint events and projects to reach a broader audience. We connect young people to mentors, work experience and inspiration.

## Core values

**Creativity** and culture are crucial. We need creativity and culture to prosper as individuals and as a society. They teach us empathy, improve our ability to think outside the box, and make our lives more exciting.

**Equity** is essential. All children and young people deserve the chance to be creative. Wealth, background, geography and other characteristics should not be barriers to thriving.

**Trust** is key. We trust the children and young people we work with. They are the heart of what we do, and their voices are vital to the success of our mission.

## About the role

A New Direction is leading the education programme for Brent, London Borough of Culture 2020. Over the next two years, we will be working intensively in the borough, collaborating with the London Borough of Culture (LBOC) team on a range of creative and cultural education opportunities.

The Programme Manager will lead a team of freelance creative practitioners and be the main point of contact with the Brent Local Authority LBOC 2020 team. This is a part time position (2-3 days per week) to be negotiated with successful applicant.

## Special Conditions

There will be a requirement for this role to work unsocial hours including evenings and weekends.

## Main responsibilities and tasks

The Programme Manager will be responsible for the design and delivery of the LBOC 2020 education programme content which includes:

### **Cultural Leads**

A peer network enabling educators to shape the LBOC 2020 education programme and receive exclusive CPD opportunities to support creativity and cultural education.

### **Connection & capacity building sessions**

Providing space for educators and cultural sector representatives to connect, maximise LBOC 2020 opportunities, and build a legacy of broader cultural engagement for children and young people.

### **LBOC 2020 education resources and engagement opportunities**

High quality, educational content co-created with the Cultural Leads to support educators in connecting their children and young people to LBOC 2020 themes and learning opportunities.

### **Bespoke educator CPD**

A series of professional development sessions tailored for groups of Brent educators (Early Years, KS1-2, KS3-4) that will support them to develop age-appropriate and inclusive LBOC 2020 opportunities for their children and young people.

# Person specification

## Skills and Abilities

- Able to form new, meaningful relationships and partnership development
- Good oral, written and visual communication skills
- Able to communicate effectively to a range of stakeholders and in different settings
- Highly ICT literate and a proficient user of Excel and other databases
- Outcomes orientated and able to find creative solutions
- Excellent project planning skills, including the ability to meet deadlines and keep to budget
- Confident delegating tasks

## Knowledge/ Qualifications/ Training

- Excellent knowledge of the wider cultural sector
- Sound knowledge of the statutory education system and the role of the arts, creativity and culture within schools particularly
- Good understanding of child protection and safeguarding issues

## Experience

- Brokering new and effective partnerships with creative practitioners and cultural organisations
- Managing complex projects
- Planning and delivering CPD for teachers, including leadership development
- Designing accessible and relevant educational projects and resources for children & young people
- Working in a busy office environment, using a range of administrative systems and tools
- Line managing and coordinating staff and contractors
- Accustomed to collecting high quality evaluation evidence

## Behaviours/Competencies

- Displays a commitment to working positively within a framework which values and celebrates diversity
- Proactive and able to work under own initiative
- Able to work independently and as part of a team
- Professional and helpful
- Demonstrate a strong empathy with the values and vision of A New Direction
- Exhibit a passionate interest in, and commitment to, the best outcomes for children and young people
- Demonstrate a confidence in working with young people from a range of backgrounds
- A flair for, and understanding of, creativity and creative learning
- A high degree of integrity, excellent organisation skills, and be a self-starter with a sharp eye for detail