

Job Description

Job title: Senior Programme Manager (Sector Support Organisation)

Reporting to: CEO

Location: London

Contract: Fixed Term 9 months maternity cover (April 2019 – December 2019) with possible extension for handover.

Hours: Full time

Salary: £39,376 - £41,732

We are looking for a Senior Programme Manager, to lead A New Direction's sector support organisation programme strategy and delivery.

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 part of a national network of sector support organisations (Bridges) funded by the Arts Council to connect culture with young people and schools.

The **Senior Programme Manager (SSO)** leads on ensuring that A New Direction deliver contracted programmes and works closely with the CEO and Senior Management team to identify and secure new business opportunities, building and maintaining positive relationships with a range of key stakeholders including schools, young people, cultural sector organisations, local authority leads, key funders and regional strategic bodies.

Special Conditions

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

Main responsibilities and tasks

- To lead all aspects of AND's sector support organisation 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 lead on all aspects of Artsmark and Arts Award delivery
- 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 sector support organisation 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
- To maintain positive relationships with A New Direction's key stakeholders, including Arts Council England, regional agencies, local authorities, schools, partners and young people
- To act as the public face of A New Direction
- Undertake other duties which may reasonably be required

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
- 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
- Good knowledge of the statutory education system and the role of the arts, creativity and culture within schools particularly
- Good understanding of ACE policy drivers and priorities
- Good understanding of Artsmark and Arts Award

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
- Experience of managing staff and freelancers

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, excellent organisation skills, and be a self-starter with a sharp eye for detail
- 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