

Job Description

Job title: Partnerships Officer

Hours: Full time (35 hours per week)

Contract: Permanent

Reporting to: Senior Partnerships Manager

Salary band: £27,000 - £32,000

We are looking for someone who is passionate about helping all children and young people to develop their creativity to support our Partnerships team in managing and growing our support across London.

You will be excited by the opportunity to use your excellent organisation and communication skills to develop relationships with key stakeholders and coordinate A New Direction's work with place-based initiatives specifically: Challenge London, our partnership investment programme, and Connected our support offer for the growing number of Local Cultural Education Partnerships in London.

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.

We work with partners such as schools, the cultural sector and local authorities to support children and young people to be creative and experience culture. Our core values of equity, culture and creativity and trust mean we identify areas of inequality and campaign for policy change where that is a barrier.

Local Partnerships Programme: We work with partnerships comprising local authority teams, cultural organisations, schools, community and corporate organisations. All our work is about helping children and young people to develop their creativity and play an active part in the city's culture and heritage. We work with the majority of London's boroughs, for more information please visit www.anewdirection.org.uk/what-we-do/local-areas

Core Values:

Our values are embedded in how we work with young people, partners, funders and as a team. They are:

- **Equity:** We believe all children and young people, regardless of wealth, geography or luck should have the opportunity to take part in culture and develop their creativity. We will always work to support those individuals and communities who are experiencing barriers and challenges.
- **Culture and creativity:** We believe that culture and creativity are crucial to personal and collective fulfilment, as well as critical for our economy. We place shared heritage, stories, and imagination at the centre of everything we do
- **Trust:** Trust is an essential part of how we realise our work and it is our belief that young people would be better served if the creative, cultural, education, and business sectors trusted young people more and worked together for their best interests.

About the Role:

This role sits within our Partnerships team and reports to the Senior Partnerships Manager.

You will support our partnerships with local areas and places, providing coordination, administration and delivery support. A key focus of the role is coordination of our two flagship local partnership programmes: Challenge London, our partnership investment programme and our support offer for Local Cultural Education Partnerships (including our Connected Network and Connected Lab, our peer learning programme). You will also provide support across a range of other events and programmes relating to A New Direction's partnership work.

Duties include contributing to programme planning; administration - scheduling and managing events; information and data management; communications - sharing information and hosting meetings with project partners and working with our communications team to ensure web content is up to date and accurate; and youth engagement - developing and overseeing the mechanisms through which young people input into the shape of our programme.

You will be expected to both administer programmes and lead activity with guidance and support from the wider team. We are a small and flexible organisation and there is a lot of scope to develop activity through your own initiative.

Key Responsibilities:

Programme support

General

- Building and maintaining positive relationships with programme partners including local authority officers, cultural organisations and teachers
- Representing A New Direction at meetings and events relating to our local partnerships programme work and more widely
- Acting as the first port of call for enquiries about our local partnerships work from cultural sector, local authority and other programme partners, signposting and referring enquiries as necessary

- Contributing to the planning of our local partnerships programme as part of the team including working with the Senior Partnerships Manager and wider A New Direction team to set and maintain a schedule of project, event and meeting dates as necessary

Event management and coordination

- Taking a lead on planning, setting up and managing identified events, working closely with the Partnerships team
- Researching and booking venues, venue liaison, attendee booking processes, liaison with speakers and other contributors and logistics on the day, working within fixed event budgets
- Preparing materials and resources for programme events including background research to meeting themes or content, and creating agendas appropriate print and other A New Direction resources
- Providing additional coordination support for projects across the Partnerships team as appropriate

Data management, monitoring and evaluation

- Managing the administration of grants issued through our partnership investment funding, including creating and managing systems for tracking match investment contributed to the programmes alongside funds from A New Direction and monitoring payment schedules
- Creating partnership agreements and contracts against agreed formats and overseeing administration and monitoring of these
- Ensuring strong data and information management using Salesforce
- Supporting evaluation and monitoring processes, including writing forms and questions to track programme progress working to programme evaluation frameworks; and analysing, consolidating and filing information received for projects

Youth Engagement

- Overseeing management of the Young Challenge Group, the youth advisory group for Challenge London, and seeking out and shaping opportunities for their work
- Planning and facilitating monthly Young Challenge Group meetings, working closely with the group's external facilitator when relevant to successfully deliver meetings

Communications

- Coordinating and drafting email newsletters and information for programme partners
- Working with the Communications team to identify, source and create appropriate digital content to platform programme activity, including writing and sourcing blogs, commissioning films and resources
- Working with the Communications team to create invitations and other communications around events, projects and meetings
- Taking a lead on the presentation of our work with Local Cultural Education Partnerships and through Challenge London on our website, and working with communications to ensure web content is kept up to date, including developing the next iteration of an interactive map that highlights the areas the programme is working in and connections between partners

Finance

- Ensuring budget records are accurate and kept up to date, including reporting on budgets for events, meetings and programme communications

This is a description of the job as currently presented, the role responsibilities are subject to change through scheduled review and discussion with the person in post.

Person specification

We aim to provide a supportive and challenging work environment where programmes work towards our vision and mission, as well as a great benefits package.

We are looking for someone who:

Skills

- Has excellent organisational skills
- Is able to work accurately with high attention to detail
- Is able to communicate well with others, both in writing and in person,
- Is able to build effective working relationships with a wide range of people, both internally with colleagues and externally with our partners
- Can manage their own time, work independently and prioritise their workload
- Has strong IT skills, including a good working knowledge of Microsoft Office applications including Word, Outlook, PowerPoint and Excel

Experience

- Has experience of administration within a creative programme
- Has experience of working with young people in a creative environment
- Can demonstrate experience of working with a range of stakeholders
- Has experience of working across a range of complex projects or programmes
- An understanding of Artsmark and Arts Award is desirable

Approach

- Enjoys working as part of a team
- Is proactive and able to work well under their own initiative
- Works with others in an open and approachable manner
- Is proactive and able to work under their own initiative
- Displays a strong empathy with the values and vision of A New Direction
- Understands and can demonstrate a commitment to the value of creative and cultural education
- Displays a commitment to working positively within a framework which values and celebrates diversity

Special Conditions

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