

## Job Description

**Job title: Senior Programme Manager**

**Reporting to:** Executive Producer

**Contract:** Fixed-term to March 2021

**Hours:** Full-time, 35 hours per week

**Salary:** £40,557- £45,559 depending on experience

**We are looking for a Senior Programme Manager, to lead aspects of A New Direction's 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.

### Core values

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 and means we identify areas of inequality to campaign for policy change where that is a barrier.

**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.

**Creativity and culture:** We believe that culture and creativity is crucial to personal and collective fulfilment, as well as critical for our economy. We place shared heritage, stories, 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

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

The **Senior Programme Manager** leads on ensuring that A New Direction deliver contracted programmes and works closely with the Executive Producer 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.

## **Main responsibilities and tasks**

- To lead aspects of A New Direction's programme strategy and delivery as agreed with our Senior Management team, 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 manage permanent and freelance staff and consultants
- To monitor the effective use of budgets across the programme
- To work with our Senior Management team 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 A New Direction's programmes
- To support the business planning process of A New Direction'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 including writing and developing proposals and funding applications
  - To develop and maintain strategic and positive relationships with A New Direction's key stakeholders, including Arts Council England, Music Education Hubs, 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

**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 is able to demonstrate the following:**

## Skills and Abilities

- Project planning skills, including the ability to meet deadlines, to keep to budget and to achieve project objectives
- The 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, Outlook)
- 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
- Strong practical understanding of safeguarding, inclusive practise and working with young people

## Experience

- Experience of developing and delivering arts education creative and cultural learning programmes in 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

## Approach

- 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

## **Special Conditions**

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