

Creative Programme Manager



Application Pack

Job Title:	Creative Programme Manager
Reporting to:	Chief Executive
Salary:	£23,712 pro rata (£34,580 FTE), PAYE
Hours:	24 hours per week Standard hours are between 9.30am – 7.30pm Evening and weekend may be required, where time off in lieu will be given
Contract:	Fixed term contract to December 2026 (extension subject to funding)
Annual leave:	28 days including bank holidays (equating to 19.5 days pro-rata)
Location:	Arts Network is based at 8-12 Eltham Road, London, SE12 8TF. There is also a requirement to occasionally work at partner venues across London.

About Us

We are a user-led, community arts charity providing an inspirational and understanding environment for people with mental health support needs in South East London.

We treat people as individuals to create an inclusive community in which they can develop their interests and personal goals. We respect the diversity of each individual's experience and we empower people to challenge themselves with kindness and self-compassion.

Co-production is at the heart of what we do, and we always centre the ideas, skills and practices of individuals in our community.

We run our long-term membership programme from our base in Lewisham. We provide a welcoming and safe space for people with a diagnosis of severe mental illness to participate in creative activities from painting to printmaking, in an informal and non-clinical setting. Everyone is given the time, space, structure and support they need. Through this, our members find support in their recovery as they connect to the power of artistic practice and participate in creative activities. We use art and creativity as a vehicle for recovery.

We organise exhibitions and events where members' art can be experienced by our wider community. We also visit galleries, introducing members to new creative techniques and artists, whilst they build new relationships.

Our members actively contribute to the running of the charity. This includes training to co-facilitate workshops and involvement in decision-making. We also have a Member Trustee who ensures members are at the heart of our governance. Through volunteering with us, many members feel positive about opportunities for training, education, volunteering or employment.

In addition to our membership programme, we run short creative workshop courses with partner venues across South East London, for example with Dulwich Picture Gallery. These flexible workshops focus on engaging new beneficiaries and are designed to welcome anyone with a mental health support need.

We also engage with our wider community across South East London to raise awareness of the issues surrounding mental health, leading to a greater understanding and support for those struggling with mental ill health. We do this by hosting public workshops, open days and exhibitions, often partnering with other local organisations such as the Horniman Museum.

About the Role

The Creative Programme Manager holds a key role within the charity staff team. As a creative, highly motivated and conscientious individual, the postholder will be responsible for the development and management of the charity's creative programmes, including overseeing our long-term membership programmes, short-term projects and public facing activity. They will ensure high quality creative activity is delivered to time and budget whilst embedding user leadership and co-production models throughout.

They will also support with the strategic development of the organisation, through assisting with writing strategies, developing partnerships and supporting on funding applications and reporting.

The Creative Programme Manager reports to the CEO and line manages project delivery staff and volunteers.

The Arts Network staff team is expected to support the charity to meet our aims and objectives. As a small team, everyone is required to support in the daily operation of the charity.

Responsibilities

Development and management of creative programmes

- Ensure the creative programmes are delivered to time and budget, including:
 - Arts Network Studio and Associate Membership programmes
 - Short-term projects
 - Public outreach programme
- Line management of project delivery staff, including:
 - Supporting staff through project lifecycles.
 - Develop and oversee user leadership and co-production models throughout projects
 - Overseeing the management of referral processes and member pathways.
 - Overseeing vocational, practical and mental health support for members and participants.
 - Develop and oversee the volunteer programme, ensuring there are clear, accessible and relevant pathways and opportunities, which foster personal and professional development for volunteers. This includes ensuring all volunteers complete training and DBS checks.
 - Develop evaluation, working with freelance staff and partners when required.
- Work strategically with partners to develop opportunities within the creative programmes.
- Manage project budgets, including delegating and overseeing small-scale budgets and carrying out spends of up to £1,000.

Strategic development

- Support with the development and writing of the organisational strategy.
- Act as an ambassador for the charity and present at stakeholder events.
- Advise and support in writing funding applications and reports for lead and support funders.
- Identify, write and submit applications and reports for local and smaller funders (usually for grants up to £5,000).
- Support the professional development of the staff team, with a focus on building the skills and experience required to achieve the overall aims of the charity and specific projects.

Operations

- Serve as Designated Safeguarding Lead for the organisation, ensuring the charity Safeguarding Policy is fully implemented.
- Manage and ensure compliance with Health & Safety procedures and policies, including writing and circulating risk assessments and managing first aid incidents.
- Ensure team compliance with GDPR policies and procedures, including overseeing management of beneficiary data.

Human Resources

- Assist with the recruitment and induction of staff, including writing job descriptions, advertising, interviewing and issuing or updating contracts.
- Manage and record staff leave, including annual and sick leave.
- Support staff through leave when needed, including returning to work.

Other

- Attend and present at Board meetings when requested.
- Undertake any other relevant work which supports Arts Network to fulfil the charity's aims and objectives.

Skills, knowledge and experience that will be important for this role

Essential

- Experience of developing and delivering creative community programmes for people with mental health support needs, adults at risk (vulnerable adults) and/or individuals facing barriers to accessing mainstream services.
- Committed to social inclusion with an understanding of intersectionality.
- Understanding of and commitment to safeguarding and data protection laws and principles
- Experience of successfully managing a staff and/or volunteer team with the ability to empower others, work inclusively and develop a positive working culture.
- An active listener with the ability to hold supportive conversations.
- Ability to manage situations of distress, crisis and conflict in an empathetic and patient manner.
- Strong project management skills and experience
- Excellent administrative skills and experience, with a good attention to detail
- Ability and willingness to work flexibly and manage a varied workload.
- Ability to successfully work in a team and develop relationships with stakeholders.
- Excellent time management skills

Desirable

- Knowledge and experience of user-leadership and/or co-production
- Experience of working with project budgets
- Strong written and verbal communication skills
- Experience using Microsoft packages including Office 365, Outlook, Excel and Word
- Lived experience of mental health support needs

Application Process

Please provide the following:

1. Either a covering letter or a short video or audio recording clearly outlining how you meet the skills, knowledge and experience required for the post. Letters should be no longer than two pages and recordings should be no longer than five minutes.
2. A CV including details of two referees

Applications should be sent as PDFs to jobs@artsnetwork.org.uk with "Creative Programme Manager application" in the subject line.

Short listed applicants will be invited to an interview at Arts Network, SE12 8TF. Following the interview, we may ask to meet with you again via Zoom to make sure this role would be a good fit for you and as a second opportunity for you to ask any questions.

Equal Opportunities

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and can contribute to our future.

Arts Network particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts and mental health sector and reflect our community.

We can support with any adjustments for anyone who needs it, to make applying for this role easier. If necessary, please get in touch to let us know how we can support you. This will not influence your application.

The successful applicant will be required to provide evidence of a recent enhanced Disclosure and Barring Service (DBS) check. Arts Network will carry out a DBS check if no recent certificate is available.

Deadline for applications: **Tuesday 9th January 2024**

Interviews: Shortlisted applicants will be notified of interview by Friday 12th January, with interviews taking place between 16th and 19th January.

Start date: Ideally, we are looking for a Creative Programme Manager to start in February 2024

