

PARTICIPATION PROGRAMME MANAGER JOB DESCRIPTION



SALARY £23,500 pa

CONTRACT TYPE 12 months fixed term

HOURS & LOCATION 40 hours per week, exact times to be agreed.
Teaching 590 hours per annum, which includes 250 hours remission from the 840 hour total.

The post may include occasional additional evening and weekend work for which Time Off in Lieu will be given. The position is based in King's Lynn but may involve some travel across the region and working at partner sites.

LEAVE 4 weeks per year + Bank Holidays, to be taken in line with public and centre holiday periods

REPORTING TO Executive Director

RESPONSIBLE FOR

- Freelance Delivery Artists

DESCRIPTION OF ROLE The Participation Programme Manager has the direct responsibility to develop and deliver the smooth running of The Garage's presence in King's Lynn and associated projects. The post holder will work alongside other departments to maximise income through sales of participatory places on classes and activities and supporting fundraising and innovation activities as required. The Participation Programme Manager will be expected to ensure the quality in delivery of class content and maintain quality assurance.

TO EXPRESS INTEREST Please email your completed application form and a supporting letter (no longer than one side of A4) detailing your interest in the position and how you feel you meet the specification to recruitment@thegarage.org.uk by 26th September at 10am. CVs will not be accepted.

Interviews will be held Thursday 3rd October in King's Lynn. Please note, this post will be subject to Enhanced Disclosure and Barring Service check

MAIN DUTIES

ADMINISTRATION OF CLASS PROGRAMME

- To manage and administrate the class programme, including contracting and scheduling freelance delivery artists
- To manage communication with participants
- To act as the main point of contact for freelance tutors
- To work with the Venue Administrator to ensure venue booking and availability for each class

DELIVERY OF PROGRAMME ACTIVITY

- To teach on programmes, managing the learning process effectively, guiding and supporting learners
- To use a variety of teaching/training methods to engage learners, to convey information, and to encourage creativity and motivation
- To provide effective learning support, giving learners opportunities to develop and practice their skills
- To be responsible for the effective handling of inappropriate behaviour, misconduct or malpractice
- To work with others to monitor, evaluate and improve the effectiveness of learning sessions, including the use of lesson observations
- To work with artists, producers, commissioners and the operations team to ensure the smooth delivery of classes
- To development positive relationships with customers, commissioners, partners and venues working with The Garage
- To develop and deliver high quality production activities at The Garage

DEVELOPMENT

- To set realistic targets for each financial year and collect, monitor and report outputs and outcomes
- To manage the relationships with referral agencies, and commissioners, ensuring positive relationships, investment growth and brand loyalty
- To ensure effective and evidenced delivery of funded projects
- To plan for, support and manage the integration of vulnerable young people
- To line manage the participation and outreach teams to ensure effective delivery of access and inclusion activities and successful progression of participants into other activities at The Garage

NETWORKING AND PARTNERSHIPS

- To be the organisation's point of contact for knowledge, best practise and contacts in
 - National association of Youth Theatres

- Youth Dance England
 - Talent development initiatives
 - Local artistic networks and groups, e.g. Young Norfolk Arts Festival
- To be the organisation's representative amongst leading national participation providers

SUPPORT TEAM

- To lead the support and volunteer team alongside the Inclusion Programme Manager
- To contract and coordinate the support and volunteer team
- To maintain regular communication with the support and volunteer team, including arranging training, appraisals, and reflection lunches

PROJECT MANAGEMENT AND MONITORING

- To develop, negotiate, agree and manage contracts with freelance artists, support workers and external contractors
- To manage the regular collection and review of customer feedback, ensuring action is taken to maximise customer satisfaction and brand loyalty
- To contribute to the evaluation strategy for The Garage programmes
- To provide verbal and written monitoring and evaluation reports to funding bodies
- To actively participate in the Senior Management Team including attendance and reporting to SMT meetings and Board Meetings where required

FINANCIAL MANAGEMENT AND GENERAL DUTIES

- To manage relevant budgets effectively, ensuring on target delivery.
- To assist the Education Manager in effective financial planning and forecast performance
- To be responsible for the authorisation and administration of departmental invoices and purchase orders
- To support training and CPD within the wider team at The Garage, leading on aspects of training from time to time within the annual training cycle
- To support other members of The Garage team in the effective and safe delivery of projects, events and performances
- To undertake other administrative and reception-based duties including correspondence, filing, internet and e-mail, and any other appropriate tasks as required by the post.
- To work in accordance with all The Garage's policies including: Health & Safety; Data Protection; Child Protection and Equal Opportunities.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of local, regional and strategic initiatives in arts and education • Knowledge of current child protection legislation and best practice • Knowledge and understanding of effective arts-based activity, particularly in the context of learning, skills development and social inclusion • Familiarity with relevant funding streams, particularly those around learning, arts education and youth justice • Awareness and understanding of the formal and informal arts and education infrastructure at local, regional and national levels • Knowledge and understanding of relevant government policy, particularly in regard to young people and creativity 	<ul style="list-style-type: none"> • Understanding of accreditation, including credit based learning and learning outcomes • Knowledge of the Arts Award and/or Arts Award adviser status • Working knowledge of the requirements and session structure for dance and drama provision • Up to date knowledge of the formal education funding structure • Knowledge and understanding of working with specific socially excluded groups and issues • Working knowledge of technical theatre, stage management and production, including event production. • Knowledge of DBS checking process
Skills	<ul style="list-style-type: none"> • Ability to prioritise workloads and effectively multi-task • Excellent administrative and IT skills • Excellent communication skills at all levels • Excellent time management skills and ability to meet deadlines • An ability to work effectively with young people at risk • Intellect, analytic skills and strategic thinking • Demonstrated ability to translate ideas and plans into effective action • Ability to engage communities and build relationships • Ability to build relationships with partners and funders • Proven ability in resource development and fundraising • Track record of developing and delivering creative projects or events • Ability to create positive and productive relations with staff, artist, partners and clients • Skills in managing budgets and financial planning 	<ul style="list-style-type: none"> • Experience of leading and supporting teams of people • Effective marketing and communications practice • Professional experience or expertise in creative fields such as dance and drama, festivals and events. • Demonstrable skills in production from conception and scheduling through to marketing and on the day event management. • The ability to identify and create performance/ profile opportunities • Skills in developing and managing complex partnerships
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the aims and objectives of The Garage. • Flexible approach and attitude • Commitment to team working and ability to build strong professional relationships • Flexibility to work some evenings and weekends • A genuine passion for and belief in the value of arts based education work with young people • Passion for arts education and commitment to arts-led change in individuals and communities • Artistic ideas and creative problem solving • Calm under pressure 	