



Dear Applicant

Application pack for the post of Programme Manager
(Maternity Cover – Fixed term contract to June 2011)

Thank you for your interest in this position. Please find enclosed details of the post and an application form.

The Garage is a specialist young people's creative training and education centre based in Norwich and managed by The Garage Trust, a registered charity. We deliver a range of creative programmes which support young people, particularly those that are disadvantaged, to raise their aspirations and skills and build pathways into education, training and employment.

Our current Programme Manager will be leaving us for maternity leave from the 10th September 2010 to June 2011 and we are seeking an enthusiastic individual to join our busy team. You will be working alongside dedicated and dynamic individuals as part of the senior management team, heading up and overseeing multiple projects, freelance artists, practitioners and project managers. You will need to be able to juggle multiple priorities, keep focussed under pressure and build and maintain strong partnerships with colleagues from a wide range of backgrounds such as schools, local government, funding bodies and other arts and young people organisations.

The Garage has a really strong local, regional and national track record of developing high quality and innovative projects for young people. This is an ideal opportunity to develop your skills within a flourishing organisation with big ambitions. Leadership skills and creative vision will go a long way to help you make the most out of the role and impeccable organisation skills and a commitment to delivering the objectives set out by our different funders will help you succeed. We believe that the work that we do is really important and makes a tangible difference to many of the young people that we work with and I hope that this motivates you as it does us.

The post is a full time (39 hours) position offered as a fixed term contract until June 2011. If you have any questions, please do contact me on 01603 283382, I look forward to receiving your application. Please note that the deadline for applications is 12 noon on 16th July 2010 and we will be holding interviews on 22nd July.

Best wishes

Darren Grice
Executive Director

Job Description

Post Title: Programme Manager

Salary: £20,000 (plus option of contributory pension scheme)

Contract: Maternity Cover - Fixed term to June 2011

Reporting to: Executive Director

Responsible for:

- Programme Assistant
- Freelance Artists, Practitioners and Project Managers
- Programme Volunteers

The Programme Manager is an integral member of the senior management team, heading up the development and delivery of high quality and innovative creative projects for young people. You will be responsible for the management of a busy portfolio of projects and will ensure that robust frameworks for monitoring and evaluation are maintained. You will support the Executive Director to develop the programme including fundraising for and overseeing delivery of new projects to increase the range of opportunities offered.

You will be a vital driving force in our team, identifying and realising strategic opportunities, growing key areas of work and ensuring quality of experience. An important part of your role will be to work alongside the senior management team to raise the profile of The Garage and strengthen partnerships, particularly with statutory bodies such as children's services, schools and local, regional and national arts, education and social inclusion organisations.

The ideal candidate will be committed to artistic excellence and passionate about social inclusion. You will need to have strong leadership skills yet be comfortable working as part of a small and committed team. Excellent communication skills are essential as are organisational skills that will help you to juggle oversight of the many projects that make up our portfolio.

Deadline for applications: 12 Noon, Friday 16th July

Interviews: Thursday 22nd July

Responsibilities and Duties

1. To take responsibility for, manage and oversee multiple, simultaneous arts-based educational and training projects and events.
2. To take responsibility for the planning, implementation and review of monitoring and evaluation of projects ensuring that all funders' criteria are met.
3. To uphold the Garage commitment to developing transferable skills through engaging, relevant, exciting and quality provision
4. To ensure that accreditation such as Arts Awards or Open College Network qualifications are successfully embedded within projects where appropriate.
5. To develop and maintain outreach, promotion and marketing activities to reflect priority groups and build progression and referrals into Garage projects.
6. To ensure that all programme activity is in line with relevant Garage policies, procedures and quality assessment frameworks, particularly upholding the REACH standard and The Garage's child protection and equal opportunities policies.
7. To lead on Child Protection as a delegated Child protection officer within the organisation (Alongside the Executive Director and Operations Manager), dealing effectively with any incidents and disclosures that are brought to your attention.
8. To take responsibility for the development of The Garage's artistic output within a framework of creative, technical and production skills development.
9. To develop and maintain partnerships with local authorities, education organisations and arts and creative bodies.
10. To support the Executive Director and senior management team with the strategic development of The Garage, particularly contributing to the programming and development of suitable activities to reduce periods of inactivity within the venue.
11. To maintain an up-to-date knowledge of local, regional and national arts and education issues and ensure that The Garage's programme is at the forefront of practice nationally, delivering against our objectives and those of relevant policies including Every Child Matters and Norfolk Children and Young People's Plan.
12. To maintain an up-to-date knowledge of artists and companies working locally and throughout the UK as well as creative and technical developments or trends, ensuring that The Garage's creative output is at the forefront of practice.

13. To pursue and attain funding to support programmes of activity and work with the Executive Director to create and implement plans for long term sustainability and growth
14. To manage multiple project budgets and report to the Executive Director and Finance Manager as required.
15. To prepare regular reports on programme work for Garage Trust board meetings.
16. To support project managers, tutors and other staff during projects and identify CPD opportunities, address training needs and follow recruitment and staff management procedures.
17. Line manage staff as required.
18. Any other duties reasonably compatible with/arising from the duties specified above

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 CRB (Criminal records bureau) 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 • Ability to manage and prioritise own workload • Intellect, analytic skills and strategic thinking • Demonstrated ability to translate ideas and plans into 	<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

	<p>effective action</p> <ul style="list-style-type: none"> • Proven ability in resource development and fundraising • Ability to engage communities and build relationships • Ability to build relationships with partners and funders • Track record of developing and delivering creative projects or events • Skills in developing and managing complex partnerships • Ability to create positive and productive relations with staff, artist, partners and clients • Skills in managing budgets and financial planning 	<p>from conception and scheduling through to marketing and on the day event management.</p> <ul style="list-style-type: none"> • The ability to identify and create performance/ profile opportunities
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 • An enjoyment of working in a vibrant, busy environment • Artistic ideas and creative problem solving • Calm under pressure 	

Salary: £20k p.a. (+ pension contribution)
Hours: 39 hours per week (on a rota basis)