

## Programme Manager, Arts and Culture

### Job Description and Personal Specification

<b>Job title:</b>	Programme Manager, Arts and Culture
<b>Place of work:</b>	Hybrid (homeworking and from E16) (Minimum of three days a week in the office).
<b>Hours of work:</b>	4 days a week or 30 hours (0.8 FTE)
<b>Salary/Grade:</b>	£40,000 (Grade I)
<b>Reports to:</b>	Director
<b>Level of screening:</b>	Enhanced DBS

### Where you fit in

The Programme Manager, Arts and Culture, will be responsible for delivering the *Creative People and Places (CPP)* programme in Newham, East London. While being line-managed through Community Links, they will be accountable to a consortium of local organisations funded by Arts Council England.

Externally the Programme Manager, Arts and Culture, will be referred to as the “CPP Director”, in line with Arts Council England’s terminology.

Our Newham CPP, called *World on our Doorstep*, aims to empower local people to access, participate, create & curate arts in local spaces celebrating the richness of the most culturally diverse boroughs in the country. Our overall impact will be increased participation and cultural engagement levels.

We will place local people at the heart of decision-making about what they want to do & see in the community, by developing a CPP that co-designs & delivers excellent and inspiring art. By bringing arts to people’s doorstep we want to radically redefine what culture means to the people of Newham in its broadest definition of who we are; how we live and what we do. We will do this by focusing on activities in local spaces (such as parks & green spaces), championing the homegrown, creativity & culture and working with the widest range of cultural and cross-sector partners.

Community Links is proud to be leading the Newham CPP consortium consisting of;

- Caramel Rock (<http://www.caramelrock.com/>),
- Faithful Friends
- National Cricket League (<http://www.nationalcricketleague.co.uk/>)
- the University of East London (<https://www.uel.ac.uk>)

Affiliates of the Newham CPP are:

- Creative Newham Alliance (<https://rosettaarts.org/projects/creative-newham/>)
- Royal Docks (<https://www.royaldocks.london/>)
- Newham Council (<https://www.newham.gov.uk/>)

CPPs have a decentralised model of placed-based leadership, which is about multiplying leadership. Therefore, although we are looking for a senior individual within the arts and cultural sphere, this role will suit someone who is collaborative and thrives through empowering others in the community.

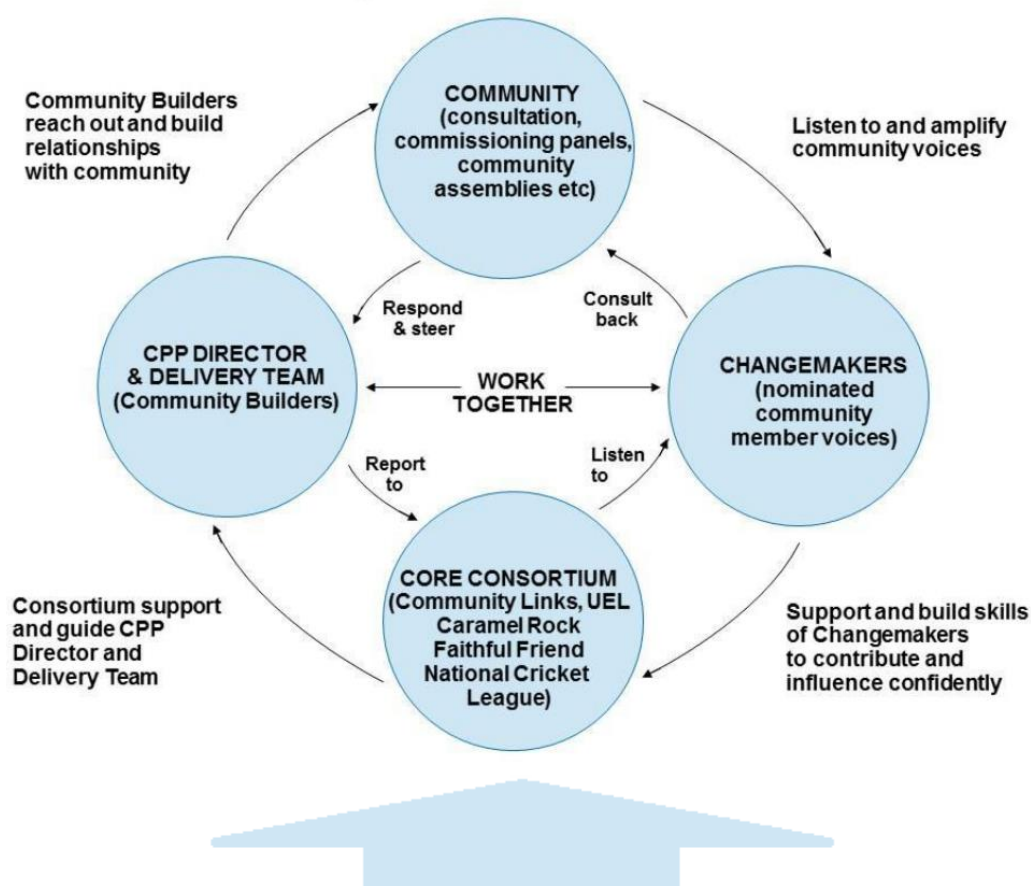
“The fundamental contribution of CPP in Places has not been to **add** to infrastructure or arts engagement in so-called cold spots but to **multiply** leadership within the community and systems active in Places that are rich with people and ideas, by building trust, being open and positive, and sharing control. “

*Multiplying Leadership in Creative Communities, Mark Robinson (2020)*

Further information about the CPP approach to multiplying leadership can be found here:

[0750-CPP\\_Multiplying-Leadership\\_FINAL.pdf \(culturehive.co.uk\)](#)

Newham CPP Governance diagram below outlined the relationship between the Programme Manager, Arts and Culture / CPP Director, the community, changemakers and the core consortium.



Supported by **AFFILIATES Creative Newham, Royal Docks and Newham Council**

## Who we are



### Catch22

Catch22 is a social business which design and delivers services that build resilience and aspiration in people and communities. We believe that people can thrive when they have a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

All Catch22 services deliver at least one (and often all three) of these outcomes.

### About Community Links

Community Links is a hub tackling health and social inequality in East London and beyond. We work alongside the community helping people of all ages reach their full potential. We take our local knowledge of what works to influence national decision making. We are proudly part of Catch22.

**Mission** - We work towards a world where your potential is not limited by your health or social situation.

**Vision** - We believe everyone can thrive if they have 3 basic things: good people around them, a good place to live and a purpose in life. We call these our 3Ps.

**Values** - Our ethos is to be driven by dreams and judged by delivery.

## What does good look like for this role?

- A strong programme / project manager with an impressive track record in arts and culture who understands the local East London context.
- An individual with strong customer service and stakeholder management skills, who is able to liaise confidently, articulately and persuasively with people at all levels of an organisation, both internally and externally.
- An individual with excellent creative and problem solving skills, a 'self-starter' mentality, good written and presentation skills, and a passion for equality in the arts and culture.
- Someone with a strong willingness and commitment to learning (CPP is an action-research project).

## Main Duties & Accountabilities

1. To lead and manage all aspects of the World on Our Doorstep Programme, including liaising closely with consortium members and other stakeholders.
2. Lead the successful delivery of an adventurous and inspirational programme of arts events, projects and activities.
3. Develop and maintain strong relationships with the key stakeholder organisations across Newham and beyond and with the national CPP network.
4. Recruit and manage the World on Our Doorstep Programme team – staff, freelance experts, volunteers etc – providing inspirational leadership, encouraging creativity and enterprise in all areas, and creating an environment where the team can develop and flourish.
5. Manage the relationship with the World on Our Doorstep Programme Consortium and Changemakers.
6. Drafting written progress reports on all activities for consortium meetings and stakeholders
7. Maintain an awareness of organisational and technological developments and ensure that the service makes the best possible use of new resources.
8. To represent World on our Doorstep at relevant and appropriate events and opportunities.
9. A commitment to delivering services with clear regard to equality and diversity and inclusivity for all.
10. Ensure a proactive approach to Safeguarding young people and vulnerable adults in line with local, national and Catch22 procedures.
11. Any other duties as required relevant to fulfil the role.

## Organisational Relationships

Community links is proud to be part of the Catch22 group. Catch22 exist to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. We improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

## CATCH22 VALUES



### WE'RE COMPASSIONATE:

We care about people – supporting them to move forward.



### WE EMPOWER OTHERS:

We give people the knowledge, skills and opportunities to thrive.



### WE'RE COLLABORATIVE:

We do things with people, not to them.



### WE'RE CURIOUS:

We explore, innovate and challenge to improve what we do.

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent experience</li> </ul>		CV/ Application/Interview
KNOWLEDGE	<ul style="list-style-type: none"> <li>Understanding of the arts and cultural sphere and, in particular, knowledge of the strategic and policy environment in which the sector operates.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of social media marketing and drafting web content (wordpress).</li> <li>Understanding of the local and national arts and cultural environment such as Arts Council priorities.</li> </ul>	CV/ Application/Interview
EXPERIENCE	<ul style="list-style-type: none"> <li>Experience of collaborating and co-creating with people &amp; networks</li> <li>Experience and willingness to develop community-led approaches, including decision-making</li> <li>Demonstrable experience of delivering an arts and cultural programme over a number of years.</li> <li>Experience of financial management and budgetary control, and ability to manage a budget.</li> </ul>	<ul style="list-style-type: none"> <li>Experience marketing and promoting services to diverse groups of users.</li> <li>Experience of business development and bid writing to support and lead compelling applications for support.</li> <li>Staff management.</li> </ul>	CV/ Application/Interview
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>Ability to deeply listen.</li> </ul>	<ul style="list-style-type: none"> <li>Competence in Microsoft Word and PowerPoint and ability to use a database.</li> </ul>	CV/ Application/Interview

	<ul style="list-style-type: none"> <li>• Ability to build relationships based on listening, trust and collaboration</li> <li>• Strong ability to learn from failure &amp; things that haven't worked as planned/predicted</li> <li>• Ability to draw out the skills and abilities of staff team and local people, so that everyone feels confident to act and lead</li> <li>• Evidence of effective communication skills, written and spoken, appropriate for a wide range of audiences and formal report writing skills.</li> <li>• Ability to build relationships based on listening, trust and collaboration</li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Share Community Links and Catch22 values and maximising opportunities within and for the Catch22 Group.</li> <li>• Awareness of and commitment to Equality &amp; Diversity.</li> <li>• Willing to travel and work flexibly.</li> <li>• Desire to develop and undertake training as required.</li> </ul>		CV/ Application/Interview