

**Job Title: Programme Manager – (City of Culture x PYF Creative Programmes)**

**Salary Band: £27,588 - £33,538      12 months fixed term contract**

**Location: Coventry                      Hours of Work: 20-40 per week**

**Job Purpose:**

We are seeking a ‘Creative Programmes Manager’ to take strategic lead for a series of programmes that promote engagement with, and are led by, a diverse range of young people from across the city. Programmes are focussed on music, production and the arts, with an overarching mission to improve employability and life chances of young people aged 11-25.

The role will lead the organisation’s strategic relationships/programmes with our key partners and funders: Youth Music and Coventry City of Culture Trust. It will be imperative to maintain high-level relations with a breadth of stakeholders in the city who work with young people. The Creative Programmes Manager will be responsible for guiding and managing a team of practitioners. They will have oversight of the strand’s quality, standards and impact.

The collaborative Youth Music/City of Culture Trust funded ‘Changing Trax’ programme has been designed to raise the aspirations, employability and creative skills of young people across Coventry.

**Main Duties and Responsibilities:**

- 1) Lead strategic relationships with key funders, partners and stakeholders associated with the strand. Ensure that young people remain at the core of planning, delivery and vision of the Changing Trax programmes.
- 2) Ensure the programme aligns with local and regional policy relating to safeguarding and youth-work practices, with the potential to influence future policy making.
- 3) Line management responsibility for the Creative Programme Lead, Youth Engagement Officers and commissioned freelance creatives.
- 4) Take the lead on driving and delivering our Youth Music funded programme ‘Changing Trax’, a significant 3 year funded programme, entering its final year of delivery, with a focus on supporting legacy dialogue with key local partners.
- 5) Take the lead on driving and delivering our City of Culture 2021 youth partnership plan, which sees delivery beyond the year of 2021 into a legacy programme.
- 6) Deliver against our organisations evaluation and monitoring strategy, to ensure the programmes are driven by the impacts and outcomes set out in our Theory of Change, ensuring a strong offer for young people.
- 7) Provide the main point of contact to all stakeholders and ensure the effective planning, delivery, and management of an inspiring and meaningful programme.

- 8) Manage budgets, contracting, reporting and evaluation associated with the strand in partnership with key colleagues with responsibilities in fundraising and development, monitoring and evaluation and safeguarding.
- 9) Collaborate with other strand leads and managers to ensure your work has wider influence across the whole organisation and its numerous beneficiaries.
- 10) Responsibility to ensure a high level of quality assurance is maintained in regards to programme delivery, accreditation standards and outcomes.
- 11) To actively seek income generating opportunities through a lead role to generate charged services, grant-funding applications and commissioning opportunities.
- 12) To ensure that all duties are performed in line with corporate and legally obliging financial, safeguarding and other policy regulations.

## Person Specification

Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Broad knowledge of developmental opportunities within creative sectors and the youth sector</li> <li>• Strong knowledge of developing strategic programmes with children, young people and young adults</li> <li>• Understanding of the needs of young people and communities in relation to PYF's strategic objectives</li> <li>• Understanding of local, regional and national strategic/policy structures and processes of youth centred delivery</li> <li>• Understanding the delivery functions of relevant youth-work, education and creative practice, and how these look from a successful operational perspective</li> <li>• Performance management of programmes and staff, e.g. use of targets and measures to appraise progress.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• An energetic, positive and confident attitude to working in a busy team structure, with experience of working with multiple partners with competing demands</li> <li>• Effective verbal and written communication skills in order to advise and inform the executive team</li> <li>• An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners.</li> <li>• High level of presentation skills</li> <li>• Excellent organisation skills, with the ability to balance and prioritise a diverse and competing workload</li> <li>• Drawing up strategies and plans to achieve social inclusion objectives</li> <li>• Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes</li> <li>• Problem solving skills, e.g. able to think creatively and produce innovative solutions</li> <li>• Project management skills</li> <li>• Staff management and development skills, e.g. leadership, communication, appraisals</li> <li>• Ability to interpret evaluation and monitoring data in order to interpret the rate of programme progress</li> </ul> <p>To be based in, or able to commute easily to Coventry</p>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 3 years management of a similar service area (targeted youth-based interventions within a creative context)</li> <li>• Input into preparation and management of social inclusion policy agendas</li> <li>• Managing budgets related to priorities, ensuring expenditure is within budgetary provision and in accordance with relevant guidelines and processes.</li> <li>• Experience of carefully managing a wide variety of stakeholders across public, private and third sectors</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent experience in related subjects</li> </ul>

### Safeguarding

PYF puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

### Equal Opportunities

PYF are fully committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

