

Create Sheffield - Job Description and Person Specification

Programme Manager – Create Sheffield

Job Advertisement

Hours	22.5 (0.6 FTE) can be worked flexibly by negotiation
Salary	£30k, pro rata (grade to be finalised)
Based	Desk Space provided at Sheffield Hallam University. Flexible working is welcomed alongside this fixed workplace.
Reports to	Create Sheffield Chair

This is an exciting opportunity to play a key role in improving the lives of Sheffield's children and young people, giving them access to high quality arts, culture and creative learning.

Create Sheffield (the name for Sheffield's Cultural and Education Partnership) is a not-for profit company formed to ensure that all children and young people in Sheffield can experience and participate in high quality arts, creative, cultural and place-base. We are seeking an energetic and experienced professional to drive forward the Cultural Education Challenge across Sheffield. The post holder will play a key role in bringing together educational and cultural organisations in the city to ensure that all children and young people from Sheffield's many diverse communities are able to benefit from the rich cultural education offer on their doorstep.

Create Sheffield has been successful in securing significant funding from Arts Council England through its Partnership Investment Fund to support ongoing strategic development over the next three years. The Programme Manager, working closely with the Directors of Create Sheffield, will be responsible for delivery of the proposed strategic work as part of this funding.

The ideal candidate will be a passionate and credible advocate for the power of the arts in education. We seek someone with recent experience of working in education or the cultural sector who will be able to demonstrate knowledge of issues currently facing schools and learning settings. Possessing excellent interpersonal skills, the successful candidate will have a proven track record of partnership working and managing arts development and/or educational programmes, and effectively connecting and communicating within professional networks.

The post is a fixed-term three-year contract with the option to review at the end of year 1, subject to funding.

Secondments will be considered from suitably qualified and experienced candidates.

Application deadline	Monday 11 th February 9am
Shortlisting takes place	Tuesday 12 th February
Interviews	Thursday 28 th February at the Crucible Theatre Sheffield

Job Description

Purposes of Post

The post holder will manage, coordinate and drive the work of Create Sheffield.

The post holder will coordinate the rich cultural offer available in the city for all learners aged 0-24. The aim is that all children and young people will have access to high quality cultural education.

The post holder will be responsible for the effective delivery of the Partnership Investment Programme funded by Arts Council England.

Main Areas of Responsibility

The post holder will:

- work with the board to lead and drive the development of Create Sheffield as a new organisation, supporting the board in developing its strategy, policies, organisational development and delivery, so that it can deliver on its ambition
- advise the board on operational matters including financial management
- develop and deliver a communications strategy, ensuring that partners and stakeholders are kept informed and are able to appropriately influence the development of Create Sheffield
- manage the development and delivery of Create Sheffield's key priorities and projects, including Create Sheffield's initial priorities, 'Sheffield Adventures' and 'The City of Young Makers'
- ensure all activities have synergy with other educational initiatives driven by Create Sheffield and align to wider strategies for children and young people alongside the cultural priorities of the city
- facilitate creative collaboration between partners and all educational settings in the local area to support the development and delivery of high quality, inclusive learning opportunities designed to give all learners the opportunity to:
 - create, compose and perform
 - visit, experience and participate
 - know, understand and review
- enable a higher level of engagement with the Sheffield cultural offer for children and young people currently not accessing cultural education
- deliver improved value for money through partnership working, including the pooling of resources
- support the implementation of strategic interventions such as Artsmark and Arts Award
- assist cultural organisations in promoting their existing offer to children and young people (including events), highlighting opportunities for them to bring the curriculum to life and for children to learn through and about culture.
- support nurseries, schools, colleges and cultural organisations in celebrating children and young people's cultural achievements to a wide audience
- support the development of curriculum resources based on local culture; to train staff in the use of the resources and support them to embed culture into the whole curriculum
- consult with young people about their creative and cultural aspirations and work with partners to develop new opportunities to broaden the expectations and experiences of those young people, creating visible pathways and progression routes into the creative and cultural industries.
- assist in the research, evaluation, monitoring and dissemination of the programme to a local, regional, national and international audience
- act as an advocate for the role of the arts in education and the place of creativity in education and lifelong learning locally, regionally and nationally
- explore avenues of funding for schools and settings to support children and young people's cultural development
- liaise and network with partners in similar roles within the city region
- Evaluate and reporting on activities, developments and progress on a quarterly basis to the board.

Person Specification

Area	Requirement
Knowledge and experience	Working in an arts organisation or an arts-related industry environment OR working in educational settings
	Working with children and young people in educational or youth work settings
	Building networks and working with existing networks
	Working in or building and maintaining relationships with schools and/or educational settings and working with children and young people
	Working in partnership with other agencies to deliver successful collaborative projects
	Working within the sectors and across art forms to develop collaborative work or programmes with schools
	Management and delivery of arts education projects
	Co-ordinating or managing arts education or training programmes
	Producing written and verbal reports of a high standard for a variety of audiences
	An understanding of the role that education, arts organisations and other partners play in the development of cultural education
	Knowledge of current issues affecting schools and the cultural sector, including national policies and initiatives
	Knowledge and understanding of the Sheffield context
	Appropriate educational background and experience
	Skills and abilities
Excellent interpersonal and negotiation skills	
Skilled advocate for cultural education	
Excellent communication skills	
Other	Flexibility regarding working pattern including evening and weekend work, which will be required
	Making and working with networks of contacts and wider professional networks
	The post holder will require enhanced DBS clearance

To apply for this post please submit a covering letter and CV to:

Ian Naylor (Create Sheffield Chair & Head of Music Education Sheffield)

ian.naylor@sheffield.gov.uk

OR

Ian Naylor – Head of Music Education Sheffield

Sheffield Music Hub

Stadia Technology Park Block C

60 Shirland Lane

Sheffield S9 3SP

Informal Questions to Ian via email or phone 07989 258886