

Imagine Rotherham – Job Description and Person Specification

Creative Programme Manager

Hours	16 hours per week
Reports to	Matt Butt
Based	ROAR and Rockingham Professional Development Centre
Contract	8 months, freelance contract
Salary	£30,000 pro rata
Application deadline	Friday 5th May 2023, 12:00pm
Shortlisting takes place	Tuesday 9th May 2023
Interviews	Friday 19th May 2023

Imagine Rotherham is Rotherham's Local Cultural Education Partnership (LCEP). A Local Cultural Education Partnership supports children and young people to fulfil their creative potential and access high-quality cultural experiences where they live and where they go to school. Partners come together from across sectors, responding to local needs and interests, to drive a more joined-up cultural education offer, share resources, and improve the visibility of cultural education in their local area.

We are recruiting for an organised, enthusiastic and experienced **Creative Programme Manager** to embed arts and creativity into formal education settings in our borough. The postholder will play a key role in building strong relationships between the education and cultural sectors in Rotherham to ensure that the voices of children and young people are at the heart of everything we do.

Imagine Rotherham has been successful in securing significant funding from Arts Council England through its Partnership Investment Fund to embark on an ambitious programme by providing capacity to support strategic development until December 2023. The successful candidate will be fundamental to the success of this programme and will contribute to the legacy of Imagine Rotherham.

We seek someone who understands delivering exhilarating, exciting and engaging activities in a classroom environment. They will be able to demonstrate knowledge of issues currently facing schools and other educational settings. The postholder will communicate our vision in a warm, approachable, and friendly manner, possessing excellent interpersonal skills and an ability to build strong professional relationships with key stakeholders.

Job Description

Purpose of the Post

The Creative Programme Manager will work with Imagine Rotherham to:

- Embed arts and creativity into formal education in Rotherham
- Excite, inspire and delight all children and young people with engaging and creative programmes
- Develop an inclusive, high quality and creative workforce that can confidently embed creative approaches to teaching in their practice

Main Areas of Responsibility

The Creative Programme Manager will:

- Design and manage professional development and mentoring for both educationalists and creative practitioners, which will enable them to develop inspiring creative experiences and opportunities for children and young people in Rotherham
- Embed creative approaches long-term by identifying suitable grants and funding opportunities to ensure the sustainability of the LCEP and the role of Creative Programme Manager
- Grow local talent from the creative and cultural sector, bringing people together from a diverse range of backgrounds and lived experiences, ensuring children and young people see themselves reflected in the adults that work with them
- Provide opportunities that are accessible to all children and young people in primary, secondary, special and alternative provision
- Develop a creative curriculum which makes use of and celebrates the culture and history of the local area
- Develop delivery of Artsmark and Arts Award in formal education, supporting more schools and creative practitioners to formally connect with the programmes and existing networks
- Develop our website, making good use of connections with JMAT and Forge CPD to do this. The website is supported by RoSIS and Learn Sheffield, and offers resources and guidance on 'igniting excellence in education'.
- Continue to develop the creatives education network that enables practice sharing and support from peers. This includes creative teach meets, where both teachers and creative practitioners can meet, share practice, resources, and approaches.
- Monitor and respond to data that tells the story of our impact, and evaluate the progress alongside the vision

Person Specification

Area	Requirement
Knowledge and Experience	Demonstrable experience of working in an arts organisation or an arts-related industry environment and/or working in educational settings
	An understanding of working with children and young people in educational or youth work settings
	Experience of partnership working on collaborative projects, including working with existing networks, building new networks and building relationships with schools
	Management of arts education projects
	Coordinating or managing arts education or training programmes
	Producing written and verbal reports of a high standard for a variety of audiences
	Gathering meaningful data and using various evaluation methodologies to show impact
	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 diverse cultural heritage, identities, values, and beliefs of the people of Rotherham
Skills and Abilities	Up-to-date working knowledge of safeguarding policies and procedures
	Excellent organisational, administrative, and digital literacy skills
	Excellent interpersonal skills with experience of liaising with internal and external stakeholders
	Able to work flexibly to support the aims of the LCEP – undertaking a variety of duties, at all levels, that might be required from time to time

There are opportunities for the successful candidate to work remotely, however it is important that they live a commutable distance from Rotherham as they will be required to visit and engage with schools and organisations throughout the borough.

Imagine Rotherham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post involves working with children and therefore if successful you will be required to provide or apply for a valid Disclosure and Barring Service (DBS) check at an Enhanced level.

We are committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

If this sounds like the role for you, the next step to take is...

Email a covering letter and current CV to Gemma Thornton: gemma.thornton@grimmand.co.uk. If you have any issues completing this, please contact Gemma at Grimm & Co. and we will explore alternative formats.

This is your opportunity to let us know about you, your experience as a creative practitioner, and your philosophy around education and the arts.