

CREATIVITY CULTURE AND EDUCATION

PROGRAMME MANAGER RECRUITMENT PACK

Thanks for your interest in this role.

In this pack you should find everything you need to understand what we are looking for and to decide whether the role – and CCE – interests you.

You will find below

- Information about CCE
- Background to the Role
- Key Terms and Conditions
- Job Description
- Person Specification
- Recruitment Process and Timetable including How to Apply.

If you find you have a question which isn't answered in this pack, please feel free to email recruitment@cceengland.org

PROGRAMME MANAGER ABOUT CCE

Creativity, Culture and Education (CCE) is an international creative learning foundation, our aim is to transform the learning experience of children and young people from disadvantaged backgrounds across the world. We use the power of creativity to unlock their potential for achievement, attainment and well-being by supporting the confidence and capability of the educators in their lives.

CCE was created in 2008, originally to manage the then Government's flagship creative learning programme 'Creative Partnerships' which had been created in 2002 and had been run via Arts Council England until that point.

CCE is technically set up as a company limited by guarantee and registered charity.

From 2008 to 2011, CCE ran Creative Partnerships (CP) and the Find Your Talent (FYT) pilot programme across England, employing over 100 staff across two offices in London and Newcastle upon Tyne, managing an annual budget of over £50 million and working with over 4,000 schools a year.

Funding was withdrawn from the CP and FYT programmes following the change of Government in 2010.

CCE now operates without any ongoing public revenue funding, but has income from its healthy unrestricted reserves which it uses to support its charitable activities around the world. CCE also delivers a number of contracts, is a partner in delivering grant funded activities and also applies for funding from trusts and foundations.

With a small staff team, we develop and deliver a range of creative learning programmes around the world, based upon CP principles, but refreshed and modified on an ongoing basis by our experience in classrooms and by emerging theories and research findings. We also have an international network of partners from around the world who meet regularly.

You can find out a lot more about CCE at <http://www.creativitycultureeducation.org/>.

PROGRAMME MANAGER BACKGROUND TO THE ROLE

CCE currently supports a range of creative learning programmes internationally including in Australia, Chile, Czech Republic, England, Ireland, Hungary, Norway, Pakistan and Thailand. The majority of CCE's programmes are designed to utilise the potential of artists and the arts and culture to improve the quality of learning in formal education across all areas of the curriculum. These programmes focus on supporting the development of children and young people's creative habits of mind which are to be inquisitive, imaginative, disciplined, persistent and collaborative learners. We also have an amazing network of partners from across four continents all of whom share our values and our pedagogical approaches.

The post of Programme Manager is a new permanent post, which is being established at a key moment in the life of CCE. Over the last two years, we have gone through some changes in our staff team alongside having to make big adjustments to how we operate and deliver our work and partnerships as a result of the COVID-19 pandemic.

We have also found ourselves in a much stronger financial position with a significant level of unrestricted reserves which is allowing us to think about our future with confidence and ambition offering more flexibility to experiment and take risks. We have put in place a long-term strategy, the core of which is a focus on leadership for creativity, teaching for creativity and supporting our growing international network of partners. We will also continue to develop and support the delivery of our existing programmes and provide consultancy and training services.

We have a strong desire to increase our reach and impact and to work with our international network to explore, develop and experiment with new models including those focused on teaching and leading for creativity. We are committed to investing time and resources to develop new programmes which we hope can be scaled and implemented more cost effectively across our existing network and in new places too.

We see this being achieved through new appointments including this post of Programme Manager. The Programme Manager should be prepared to look at our existing programmes alongside working with the Director and our other Programme Manager to develop and implement new programmes which support creative teaching and learning both in the UK and internationally. It should be noted that the post holder must be willing to undertake international travel. This could include a small number of extended stays annually (of up to a month).

Throughout, however, the focus must remain on developing programmes which impact directly on the lives of children and young people, and programmes in which the children and young people also have a voice and a central role in determining the outcome of the work.

In investing in this role, it is recognised that there will need to be time to research, to develop new ideas and to form new partnerships. However, the post holder will be expected to contribute to the long-term sustainability of CCE.

These are exciting times for CCE and we thank you for your interest in this role.

Di Fisher-Naylor
Director

May 2022

PROGRAMME MANAGER KEY TERMS AND CONDITIONS

Salary

Negotiable from £46,769 pro-rata depending upon skills and experience.

Duration of Contract/Probationary Period

This is a permanent contract, subject to a six month probationary period.

Hours of Work

This is a part-time role, ideally working 4 days (28 hours) per week, however this is negotiable.

Location

Although CCE's office is located in Newcastle upon Tyne, the nature of the role and the travel it will be required to undertake mean that it could be home-based, but some travel to the Newcastle office would be required.

Annual Leave

CCE offers 25 days annual leave pro-rata, as well as Bank Holidays. In addition, CCE is typically closed between Christmas and New Year, for which you do not need to allocate any of your annual leave entitlement.

Pension Scheme

CCE offers a defined contribution pension scheme. Provided that the employee makes a contribution of no less than 3%, CCE will make an employer's contribution of 10%.

Flexible Working

As a part-time member of staff you will be able to work flexibly, provided that the needs of the business are met.

PROGRAMME MANAGER JOB DESCRIPTION

Job Summary and Purpose

- To design, develop and support the delivery of a range of creative learning programmes
- To devise and implement CCE's Professional Development Strategy
- To design, develop and support the delivery of training and professional development offers for school leaders and teachers
- To support the development of networks and communities of practice
- To design and implement digital communication to raise the profile of CCE and its work.

Main Responsibilities/Activities

- To support the design, development and delivery of CCE's creative learning programmes
- To devise and implement CCE's Professional Development Strategy, liaising closely with colleagues
- To work with colleagues, clients, external partners and associates to develop high quality, relevant training and development opportunities and to support their delivery
- To initiate, develop and integrate training and professional development offers into wider programmes of work and into the operation of CCE
- To deliver training and professional development activities, both digitally and face to face
- To develop communities of practice
- To manage contracts for associates and external agencies who are supporting development activities on behalf of CCE and to monitor and evaluate the quality of their delivery
- To meet income and fundraising targets as agreed with the Director
- To set, monitor and report on budgets
- To identify and research new opportunities for CCE
- To be an effective champion and ambassador for all CCE's work and contribute to the positive profile of CCE through digital communications and advocacy
- To manage external associates and consultants and support the implementation of work resulting from their recommendations.

Working Relationships

- To build strong relationships, communication and collaborations both within CCE and with external partners, clients and associates
- To build strong relationships and partnerships to share knowledge and expertise of teacher and leadership development in the field of creative education.

Budgetary Responsibility

- Delegated authority for specific areas of expenditure, subject to approval by the Director.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment of colleagues in accordance with the Diversity Policy/statement
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary
 - Following local safe working practices and the Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your line manager or other senior leaders.

PROGRAMME MANAGER PERSON SPECIFICATION

Qualifications and Experience

- Educated to degree level or equivalent
- Minimum of 2 years' experience of managing staff, external consultants and associates
- Experience of developing close working relationships, synergies and links with a range of stakeholders
- Extensive experience of designing and delivering creative learning programmes
- Extensive experience of designing and delivering training and professional development opportunities including using digital technology
- Extensive experience of managing large scale, high-profile projects
- Experience of monitoring and evaluation, including training evaluation.

Technical Skills and Knowledge

- Knowledge and understanding of leading and teaching for creativity
- Skills in designing and delivering leadership programmes for schools
- Skills in supporting networks and communities of practice both face to face and using digital platforms including Zoom
- Knowledge of education, culture and local and national government sectors
- Awareness of current thinking in the field of leadership and teaching for creativity
- Project management skills and experience including risk management, change management, stakeholder and conflict management
- Financial management skills and an understanding of interpreting financial information and experience of budget management
- Confident in the use of email, internet and office software
- Confident in the use of digital platforms such as Zoom, Menti, Microsoft Teams, Twitter, and Facebook
- Excellent communication and influencing skills
- Strong, confident presenter and trainer
- Proven analytical and problem-solving skills.

Personal Qualities

- Ability to work with integrity, to use discretion and diplomacy, and to respond sensitively to confidential information
- Approachable, empathetic manner
- Equally confident/able to work as part of a team or on own initiative
- Ability to develop good working relationships with staff, associates and clients at all levels.

Special Requirements

- Willingness/ability to undertake regular travel away from home including international travel and overnight stays. This could include a small number of extended stays annually (of up to a month)
- Current Enhanced DBS check.

In an ideal world you'll also have:

- Experience of/interest in the cultural and/or education sectors
- Experience of working internationally
- A sense of humour!

PROGRAMME MANAGER RECRUITMENT PROCESS AND TIMETABLE

Key Dates

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| Deadline for Applications | Monday 20 June 2022 |
| Shortlisting Completed and Candidates Notified | By Friday 1 July 2022 |
| Interviews/Assessment | TBC - w/c 18 July 2022 |

How to Apply

Please send a Curriculum Vitae, together with a supporting statement demonstrating in detail; how you meet each of the requirements of the Person Specification.

Applications can be posted to Creativity, Culture and Education, 20 Portland Terrace, Jesmond, Newcastle upon Tyne NE2 1QQ or emailed to recruitment@cceengland.org. All applications will be acknowledged.

Shortlisting and Interviews

Once shortlisting is complete, we will inform every applicant – successful or otherwise – whether they have been successful in making it through to the next stage.

Interviews will be with Di Fisher-Naylor, Director, and one or more Trustee from CCE's Board. The process is also likely to require you to make a presentation on a topic which will be provided to shortlisted candidates.

Interviews will be held face to face in Newcastle.

In terms of a start date, we are keen for the successful candidate to start as soon as possible though we will, of course, work around any existing notice periods and will want to schedule it in such a way as to ensure that the Director is available to give you a comprehensive induction.