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
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 across the world. We use the power of creativity and creative thinking to unlock their potential for achievement and well-being in an increasingly complex world, by supporting the confidence and capability of the educators and leaders 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Funding was withdrawn from the CP and FYT programmes following the change of Government in 2010.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 unrestricted reserves, from contracts delivered with Government and non-Government partners and also applies for funding from trusts and foundations.

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

You can find out more about CCE at http://www.creativitycultureeducation.org/ and https://leadingforcreativethinking.org
BACKGROUND TO THE ROLE

CCE currently supports the Creativity Collaboratives pilot in England and a range of programmes internationally including Australia, Ireland, Norway, Hungary, Pakistan and Thailand. The majority of CCE’s programmes are designed to utilise the potential of artists and arts pedagogies to cross-pollinate, influence and ultimately improve the quality of learning in formal education. 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 permanent post. Over the last three years, we have gone through some changes in our staff team alongside having to make big adjustments to how we operate and work with partners as a result of the COVID-19 pandemic.

With a new Director in post, this is an exciting time to be joining CCE as we look to the future with confidence and ambition. We want to increase our impact and reach while continuing to innovate. We are developing a new core strand of our work centred around Leading for Creative Thinking which has already resulted in the publication of a playbook and a website launch. We are committed to investing time and resources to develop new professional learning programmes which we hope can be scaled and implemented more cost effectively across our existing network and in new places too.

The Programme Manager should be prepared to engage with our existing programmes alongside working with the Director and our other Programme Manager to develop and implement new programmes which support creative learning, teaching and leadership both in the UK and internationally. The post holder will also be expected to contribute to the long-term sustainability of CCE.

It should be noted that this post will require some domestic and international travel. This could include one or two extended stays annually (between two weeks to a month).

Through all our diverse work, 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.

Nia Richards
Director
August 2023
PROGRAMME MANAGER

KEY TERMS AND CONDITIONS

Salary
£49,108

Duration of Contract/Probationary Period
This is a permanent contract, subject to a six month probationary period.

Hours of Work
Full-time (35 hours) however, part-time (28 hours) with a pro-rata salary will be considered.

Location
Although CCE’s office is located in Newcastle upon Tyne, the nature of the role and the travel it will require 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 for part-time), 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
Our staff can work flexibly in different ways, including incorporating flexible hours 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, teaching and leadership programmes
● To contribute to and implement CCE’s Professional Development Strategy
● To design, develop and facilitate the delivery of professional learning 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, teaching and leadership programmes
● To contribute to 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 professional learning opportunities and to facilitate or support facilitation of their delivery
● To initiate, develop and integrate professional learning offers into wider programmes of work and into the operation of CCE
● To deliver professional learning, both digitally and in person
● To support existing and develop new 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 programme objectives and 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 relationships with 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 professional learning opportunities including using digital technology
● Extensive experience of managing large scale, high-profile projects
● Experience of monitoring and evaluation, including professional learning evaluation.

Technical Skills and Knowledge

● Knowledge and understanding of creative learning, and leading and teaching for creativity
● Skills in designing and delivering professional learning programmes
● 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 facilitator
● Proven ability to use reflective, analytical and problem-solving skills in complex programmes.

Personal Qualities

● Models the Creative Habits of Mind: Imaginative, Inquisitive, Persistent, Disciplined and Collaborative
● Ability to work with integrity, to use discretion and diplomacy, and to respond sensitively to confidential information
● Equally confident/able to work as part of a team or on own initiative
● Ability to develop positive 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 one or two extended stays annually (of up to a month).
- Current Enhanced DBS check.

In an ideal world you’ll also have:

- Experience in the education and/or cultural sectors
- Experience of working internationally
- A sense of humour!
PROGRAMME MANAGER
RECRUITMENT PROCESS AND TIMETABLE

Key Dates

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<tr>
<th>Deadline for Applications</th>
<th>Monday 4 September 2023</th>
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<tr>
<td>Shortlisting Completed and Candidates Notified</td>
<td>By Monday 11 September 2023</td>
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<tr>
<td>Interviews/Assessment</td>
<td>Friday 22 September 2023</td>
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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 held in Newcastle and the process will require a presentation on a topic which will be provided to shortlisted candidates.

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.