

# East Coast Programme Manager

## Job Information

**Job title:** East Coast Programme Manager

**Salary:** £26,000 - £30,000 per annum

**Based at:** TBC (will be Edinburgh City)

**Travel:** Across the local authorities in which Impact Arts delivers – e.g. West Lothian, Glasgow, Ayrshire, Renfrewshire, Dundee

**Reporting to:** Head of Delivery

**Responsible for:** Core East Coast delivery team and sessional workers

**Duration of contract:** Permanent

**Working Hours:** 37.5 hours per week over 5 days: Monday - Friday

**Qualifications & Experience:** Qualified to SCQF Level 9 or above

**Other Essentials:** Subject to PVG | Disclosure Scotland check

**Closing date:** 25<sup>th</sup> March 2019, 12pm **Interviews:** W/C 1st of April 2019

**Interview Panel:** Fiona Doring, Director Impact Arts; Natalie McFadyen White and Head of Delivery Impact Arts

**Expected Start Date:** April 2019

## Company Values

As a team of people we share the following values:

### Our values

#### INTEGRITY

We are always honest and truthful and act with transparency.

#### EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

#### KINDNESS

We always treat everyone with care and respect.

#### CREATIVITY

We always place creativity at the centre of all that we do.

#### AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.



## What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 30 staff and 100 freelance artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Cashback for Communities, Skills Development Scotland, Big Lottery, Corra Foundation PDI, Scottish Government and a range of foundations and trusts.

## Our Impact

### 2017/18 in numbers:



## Background to the Role

Impact Arts has a long history across Edinburgh and the Lothians, delivering high quality youth engagement, creative ageing and community based work. The role of East Coast Programme Manager is essential within our organisation and reflects the increased focus we are giving to growing our work across Edinburgh and the surrounding areas.

The role of East Coast Programme Manager is wide ranging, incorporating a number of key policy areas and being responsible for delivery across youth employability and attainment, community regeneration and older people. We do not expect the successful candidate to have experience in all of these areas, but they must be able to demonstrate adaptability and excellence in co-ordination and programme management.



We are looking for someone who is dynamic, who will bring considerable experience, creativity, energy and passion to the role and who wants to join our mission in tackling inequalities across Scotland.

### Main Responsibilities 2019/20

To manage the East Coast portfolio of projects which support young people, communities and older people to transform their lives through creativity and the arts.

To manage and co-ordinate our *CashBack to the Future* and East Coast *Creative Pathways* programmes. Responsibilities will include; youth recruitment, managing sessional staff, budgetary control, performance management, achievement of targets, local marketing and promotion, developing and maintaining key relationships and ensuring monitoring reports completed on time.

To manage *Craft Café* Edinburgh and support the creative team to continue the high level of quality delivery and impact in partnership with Viewpoint Housing Association.

To manage *Make It Your Own* including recruiting and supporting the creative team to deliver a new programme of work focussed on engaging care experienced young people in creative workshops which aim to support them to sustain their tenancy.

To manage and co-ordinate Inch By Inch, youth performance residency based at Inch park.

To work with the Impact Arts Development team to establish key local relationships to support our growth and sustainability.

To lead on delivery of any other commissions and new projects across the East Coast.

To work alongside the Compliance Advisor to be responsible for health and safety, risk assessment, equipment, data protection and premises for your area of operation.

### Contribution to Impact Arts

To develop, organise and manage Impact Arts' East Coast projects and programmes on time and on budget, effectively managing risks.



To recruit and manage the delivery team of staff, freelance assistants and tutors and volunteers, including performance reviews and day-to-day HR across the East Coast.

To design, develop and market new projects in conjunction with the Director, Business Development team, Head of Delivery and strategic partners.

To monitor performance, achievement and evaluation of target outcomes and budget spend for your projects in line with a wide range of funder and partner requirements.

To manage the delivery and development of Impact Arts' accreditation offer including SQA, Arts Awards and Youth Achievement Awards alongside the Glasgow and The West, and Ayrshire Programme Managers.

To keep abreast of current policy relevant to our mission to tackle inequalities across Scotland including employability, education, health, play etc. and to disseminate this amongst the Impact Arts team.

To establish and maintain effective relationships with stakeholders including funders, referrers, schools, partners, local authorities and employers.

To work alongside the other Programme Manager to support Impact Arts' Youth Steering Group and ensure young people from the East Coast are represented and supported to engage.

To provide relief cover for programmes, events and training.

To represent Impact Arts at events.

To participate in training, meetings and events as required.

To support and promote Impact Arts' Values.

To carry out any other duties appropriate to the post in line with Impact Arts' needs.

## Qualifications and Experience

### **Essential:**

SCQF level 9 in Arts related subject, Arts Development, Community Learning and Development, Community Arts or a related subject

2 years experience in project management

Sessional and Core Staff team management

3 years experience delivering or overseeing delivery of projects in diverse community settings

Experience of developing local partnerships and relationship management

### **Desirable:**

Experience of managing/ assessing SQA accreditation

Experience in delivering employability or education contracts

Experience in youth engagement

Experience in working with older people

## Technical Skills and Knowledge

Full driving licence (preferable)

Competent IT skills including MS Word, Excel, PowerPoint and Outlook

Knowledge of community and participatory arts

## Personal Skills and Qualities

Excellent interpersonal skills



Approachable and empathetic manner

Proven strong communication skills

Passionate about creating opportunities for people

Ability to lead and manage a team effectively, motivating others

Displays commitment to and can influence a team to embrace the values of Impact Arts

Excellent self management, organisational and planning skills

Ability to prioritise and delegate tasks

Self motivated and able to act on own initiative, solving problems

Good time management and ability to meet deadlines

Energy and commitment, with creative thinking and a flexible approach

Able to act as an ambassador for Impact Arts

## PVG Scheme

Successful candidates will be required to join the PVG scheme or to apply for a PVG update.

## To apply:

Please visit <https://www.impactarts.co.uk/blogs/get-involved-work-with-us/> to download an application form.

All completed applications should be sent to [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) by **12noon** on **Monday 25th March 2019**. Interviews are scheduled to take place on w/c the **1<sup>st</sup> of April 2019**.