

New Writing North - Job Description

Job Information	
Job Title	Senior Programme Manager (Young People and Communities)
Location	New Writing North Offices - Ellison Place, Newcastle Upon Tyne and work delivered in County Durham

Position in Organisation	
Reports to	Executive Director (Programme and Impact)
Responsible for	2 Programme Managers
Budget accountability	Budget and reporting responsibility for ongoing programmes of work and specific time-limited projects.

Overall purpose of the job
<p>The Senior Programme Manager (Young People and Communities) is a member of the Senior Management Team at New Writing North and leads the planning, fundraising, programming, delivery and evaluation of our work with young people and communities.</p> <p>The post reports to the Executive Director (Programme and Impact) who has overall strategic responsibility for the work. The post holder will work across the organisation with the Senior Management Team and other staff members to achieve an integrated programme. The post holder will also engage with and develop relationships with external partners and peers.</p>

Responsibilities and Duties	
Responsibility	% time
1. Planning and Artistic Leadership	20%
2. Fundraising and Financial Management	20%
3. Partnership Development	10%
4. Marketing	5%
5. Delivery	5%
6. Evaluation	10%
7. Safeguarding	10%
8. Line Management of Reporting Staff and freelancers	20%

Duties required from each Responsibility

Responsibility #1 - Planning and Artistic Leadership

- To ensure that our work with young people and communities is of the highest standards, that our human-centred approach and quality principles are upheld and that our Theory of Change is continuously referred to, informing the development of the work
- To create and lead an annual programme for New Writing North Young Writers and all associated time-limited projects, live events and publications
- To lead on the delivery of our embedded work with communities, ensuring it is cocreated and pathways for participants' development are readily available and well-used
- Ensure that the work with young people and communities complements and feeds into the work of other Senior Managers including Skills, Volunteering and Talent Development
- To identify and develop opportunities for young people to engage with our programme by offering a range of open-access and targeted opportunities
- To listen to young people and to ensure their ideas, interests and concerns are central to the opportunities we offer
- To ensure New Writing North Young Writers' Groups, Young Writers' City, Gateshead Young Writers, Summer Schools, talent development programmes and other projects as appropriate are well programmed, well organised and of high quality
- To oversee the scheduling of all our work with young people and communities
- To oversee and advise on the young people's and community programmes for Durham Book Festival
- Work with internal staff and external partners to develop plans for young people and communities as we progress our capital ambitions for a Centre for Writing in Newcastle city centre
- To oversee the implementation of Arts Awards and to identify opportunities to develop this work across our programme
- To represent young people across New Writing North's work to ensure that all of our programmes and initiatives connect to support the development of young people where possible and are achievable
- Take a lead on ensuring Youth Voice is heard across the organisation
- To attend regular Senior Management Team meetings and report back to direct reports
- To uphold and progress our commitment to Equality, Diversity and Inclusivity throughout our programmed work with young people and communities
- To contribute to New Writing North's general artistic planning when requested.

Responsibility #2 – Fundraising and Financial Management

- In conjunction with the Executive Director (Programme and Impact) to set the fundraising and resource development targets for each year
- To plan and undertake fundraising and partnership development activity to meet the needs of projects and programmes of work
- To generate ideas for individual giving, donor development and other communications lead initiatives with young people and their families
- To report on fundraising activity quarterly to the Executive Team
- To create and manage project and programme budgets
- To adhere to New Writing North company budgeting standards
- To ensure that budgets contribute income back to core operations
- To work with the Senior Finance and Operations Manager to monitor project budgets and spend in a timely manner to aid reporting
- To sign off invoices related to work that you directly lead.

Responsibility #3 – Partnership Development

- To create and manage new partnerships with arts, public, voluntary, private and educational sector organisations that will support, extend and add value to our work with young people and adult communities
- To represent New Writing North at appropriate networking events and activities which will extend the profile and potential partnerships for our work and for the young people that we support
- To negotiate contracts, schedules and agreements with a range of school and community partners.

Responsibility #4 - Marketing

- In consultation with the Senior Marketing and Communications Manager (SMCM) and the Programme Managers devise strategies for marketing work to younger audiences and for recruiting young people to projects
- In consultation with the Senior Marketing and Communications Manager (SMCM) to lead the delivery of all marketing work to young people
- To advise on the development of the Young Writers section of New Writing North Young Writers' website, ensuring it is current, engaging and reflective of our values
- To oversee all social media in relation to our young people's programmes
- With the SMCM to plan and monitor the Marketing Intern's support of the young people's programmes
- To ensure that all marketing of work for young people adheres to New Writing North's branding guidelines.

Responsibility #5 – Delivery

- To ensure the young people and communities we work with inform the direction and the delivery of our work, and that there are systems in place to achieve this

- To attend Young Writers Groups sessions and projects from time to time including out-of-hours
- To ensure systems are in place so that young people who engage with our work are supported by responding to individual enquiries and signposting individuals to further opportunities for development
- To support the delivery of New Writing North events (including Durham Book Festival, Northern Writers Awards', Writing Conferences) when required.

Responsibility #6 - Evaluation

- To work with the Executive Director (Programme and Impact) to plan and design the evaluation of all of our work with young people and to devise strategies and processes involving permanent staff and freelancers to ensure that data is captured, analysed and reported in line with broader company requirements
- To create specific evaluation reports on projects when required and to report to stakeholders on our work in this area.

Responsibility #7 - Child Protection

- In conjunction with the Executive Director (Programme and Impact) ensure that an adequate and up to date Child Protection Policy is in place to guide the delivery of work
- To ensure that all freelance staff, interns and others working on projects on our behalf have received a copy of the Child Protection Policy and that they have been briefed on how to utilise it
- To undertake designated safeguarding lead role within New Writing North, attending training to respond effectively to safeguarding concerns, maintain an overview of legislation and guidance, support staff and freelancers who raise concerns about abuse, escalating those concerns as per NWN policy, and undertake record keeping about all reported concerns in line with GDPR (General Data Protection Regulations) legislation.

Responsibility #8 - Line Management of Reporting Staff

- To line manage the Programme Managers, interns, and (unless delegated to Programme Managers) freelance artists to ensure the safe and smooth delivery of projects and programmes of work
- To identify and communicate with reporting staff members all the tasks and responsibilities they are employed to deliver
- To lead the recruitment of freelance staff to undertake work with young people, adhering to company policies on recruitment and selection
- To ensure that any freelance artists that we employ have appropriate contracts and agreements and that these are accompanied by the relevant company policies (Safeguarding and Equality and Diversity)
- To adhere to our company procurement policy and provide the Senior Finance and Administration Manager with an appropriate audit trail when work is undertaken in this area

- To monitor the achievements of these tasks and review them on a regular basis making an appropriate record
- To undertake monthly one to one meetings with direct reporting staff
- Carry out an annual appraisal with reporting staff members and to deal with any disciplinary, capability or grievance matters that arise.

Knowledge, experience and skills required to do job

Area	Essential (required)	Desirable (optional)
Qualifications	A degree level qualification or real-world experience to match level of knowledge required for the role	<p>A degree in an arts, educational or social subject</p> <p>Qualifications for working with young people</p> <p>Qualifications in fundraising and philanthropy</p>
Experience	<p>At least 3 years in role with a similar level of responsibility and requiring similar skills</p> <p>A proven specialism in work with young people and a deep understanding of community work</p> <p>Experience of working directly with young people</p> <p>Experience of managing a range of projects with competing priorities</p> <p>Experience of working with artists and of planning, managing and delivering creative projects.</p> <p>Strong track record of planning and delivering fundraising and resource development</p>	Experience of creatively leading work with young people and of generating and delivering work with young people in schools and the community

	<p>Experience of building and maintaining partnerships</p> <p>Experience of working in or closely with schools</p>	
<p>Skills or knowledge</p>	<p>Ability to work as part of a creative team of people and to contribute to a wide range of work and ideas</p> <p>Ability to manage a busy programme competing priorities</p> <p>Effective communication skills</p> <p>Ability to self-motivate and to motivate and manage others</p> <p>Good understanding of Arts Council England's objectives for work with young people</p> <p>Ability to work independently and manage competing workloads</p> <p>Very strong planning and organisational skills</p> <p>Excellent time management skills</p> <p>Highly developed social media skills and experience</p> <p>High quality copy writing skills and experience of writing copy for a range of contexts from newsletters and websites to press releases and brochures</p> <p>Budgeting and negotiating skills</p> <p>Technical ability and confidence with Microsoft Office, databases,</p>	

	social media apps and other communication tools.	
Other factors	<p>An interest in contemporary literature and the arts</p> <p>A commitment to the role the arts can play in areas of socio-economic disadvantage</p> <p>A desire to work within a small team of people and to contribute to a wide agenda of work and projects</p> <p>A willingness to travel across the North when necessary</p> <p>A willingness to work outside of office hours including on a Saturday (NWN operates a lieu-time policy)</p>	A full clean driving licence and access to a car for business purposes.