

NEW WRITING NORTH

Programme Manager (Young People and Communities), New Writing North

Salary: £23,920 to £29,120 (please note appointments are usually made at the start of the pay band), full-time

New Writing North is the creative writing and reading development agency for the North of England. Based in Newcastle upon Tyne, we have produced nationally significant work since 1996. We are a committed team of 20, a registered charity, and a National Portfolio Organisation of Arts Council England.

We believe that talent is everywhere but that opportunities are not, and that it is our job to create opportunities. We develop programmes and activities that inspire people to engage with creative writing and reading, whether this is to develop their skills and professional ambitions or for pleasure and wellbeing.

We help good writing find local, regional, national, and international audiences.

New Writing North's annual programme includes the management of major international literary prizes and awards; open-access and targeted talent development programmes; the production of festivals and events; audio development; international writing and translation projects; our young writers' programmes; community-based programmes; writing for wellbeing activities, and the commissioning of new writing.

Supported by the Senior Programme Manager (Young People and Communities) you will manage a specific slate of place-based programmes which engage young people and communities. You will ensure the work is of the highest quality, that the work builds trust and confidence amongst participants, that progression routes are identified and that the impact of the work is well understood and celebrated. You will have ongoing relationships with freelance writers and producers who lead the work, managing them on a day to day basis. You will also be a key point of contact for the partners we work with to produce the work, managing those relationships on a day to day basis.

The overarching goal of our young people's programme is that *'as a result of our work people have increased capacity to make informed choices about their lives and can fulfil their potential'* and of our work with communities *'to support people in statistically disadvantaged communities to thrive by engaging in reading, writing and generating new ideas'*.

In order to achieve this, we run a portfolio of programmes following a human-centred design approach.

The activity is broken down as follows:

Open Access programmes: A network of free, locally available young writers' groups for 12 – 19 year olds which meet weekly online and in 6 places across the North East in Newcastle, Gateshead, South Shields, Cramlington, Berwick, North Shields. This involves around 150 young people attending 250 sessions per year.

Targeted programmes: Young Writers' City is our year-round embedded programme which runs in 2 primary and 4 secondary schools serving the lowest 10% of wards within the Index of Multiple Deprivation in Newcastle, Gateshead and Durham. We introduce young people to cultural activity in their schools and identify progression routes and co-create provision in their communities. This involves around 1,500 young people, and 600 sessions per year.

First Edition: A strand of work that provides progression routes for individuals aged 18 – 25, which includes investing in talent, development programmes, masterclasses and professional development opportunities for young people, including in partnership with publishers. We are currently building this area of work alongside our brand-new Skills and Engagement team.

Communities Programmes: We have recently begun a 3-year programme funded by Paul Hamlyn Foundation which will build on and develop new co-creative relationships with communities in the West End and the Newbiggin Hall Estate in Outer West Newcastle. The Kavli Foundation supports us to deliver Gateshead Writes, a programme of activity that involves young people in targeted and open access programmes (as outlined above) as well as specific programmes with multilingual families, young people in care and people who struggle with their literacy.

What is the job?

There are two Programme Managers in our team and the work is broadly geographically specific. You will be responsible for the work we do south of the Tyne in Gateshead, Co. Durham and South Tyneside, alongside our other programme manager who is responsible for work north of the river (Newcastle, Northumberland, North Tyneside). You will also be responsible for some of our Young Writers' Groups, and more universal offers eg. First Edition, Young Writers' Awards and talent development opportunities.

You will be the face of New Writing North in these projects. You will check in regularly with freelance writers and producers to make sure the programmes are running smoothly, to oversee planning and to identify programme development opportunities. You will programme and schedule writers and artists, and ensure they are contracted and paid on time. You will coordinate outputs from the programmes, and organise events related to the programmes. You will be the face of New Writing North amongst our partners, and you will ensure that we retain positive working relationships with them.

You will collect data and impact information from the programmes you manage. You will be continuously on the look-out for opportunities to promote our work externally, through social media, blogging, case studies etc. You will work closely with our marketing team to ensure the work is well-promoted.

From time to time you may be expected to lead a session with a group, or to support artists to do so, you will need to feel confident about doing this with a diverse range of groups, including in classroom settings.

You will attend a weekly team meeting and less regular artistic and strategic planning meetings as well as quarterly sessions which analyse our evaluation data. You will support the senior team with fundraising proposals.

You will be one of the designated safeguarding leads for NWN, and ensure you follow NWN's Safeguarding policy at all times. We will offer you high quality training in this area.

You will attend planning meetings with partners and writers to develop new programmes, and to ensure existing ones run smoothly. You will help recruit new freelancers to work with us on programmes and support development programmes for people wanting to work with young people and / or communities.

You will be motivated by the impact our small team can have on the life chances of young people and communities in the region, and be interested in engaging in debate and discussion about how best to do this.

You will be flexible, creative, totally committed to quality and inclusivity, and not too phased by a varied workload.

How to Apply

Apply online via our website. To apply for the post you will be asked to upload:

- Your CV (no more than two pages)
- A supporting statement (no more than two pages)
- Details of two referees

Your statement should outline why you're a suitable candidate for the post and how your skills and experience align with those detailed in the person specification. Please note that New Writing North uses a blind shortlisting process, so you will need to make sure your name does not appear on these documents.

We have an optional opportunity to meet some of the team before the deadline date. At this informal Zoom event you will be able to meet a couple of members of the team, find out more about New Writing North's work, and ask any questions you might have about the role.

Please also complete our [Equality Monitoring Form](#). This form is separate to your application form and completely anonymous.

Key dates

Meet the team event (optional): 12.30-1.30pm, Thursday 30 March on Zoom

Deadline for applications: 12 noon, Monday 17 April 2023

Candidates notified of interview: by end of day Wednesday 19 April 2023

Interviews: Wednesday 26 April 2023 in central Newcastle

Please note that applications received after 12 noon on Monday 17 April cannot be considered.

[Register for the Meet the Team session here](#). If you can't make the meeting and have questions about the job, please contact Tess Denman-Cleaver, Senior Programme Manager (Young People and Communities) tessdenmancleaver@newwritingnorth.com.

[New Writing North - Job Description](#)

Job Information	
Job Title	Programme Manager (Young People and Communities)
Location	New Writing North offices in Squires Building, Newcastle upon Tyne and also at festivals, events and schools around the region. We currently require staff to spend at least 60% of their time working in the office.

Position in Organisation	
Reports to	Senior Programme Manager (Young People and Communities)
Team based in	Young People and Communities
Responsible for	Freelance project staff in relation to the post-holder's projects
Budget accountability	Manage some project budgets as delegated by the Senior Programme Manager

Overall purpose of the job
<p>The Programme Manager (Young People and Communities) will manage a specific slate of place-based and open access programmes which engage young people and communities. You will ensure the work is of the highest quality and that it builds trust and confidence amongst participants; that progression routes are identified and that the impact of the work is well documented, understood and celebrated. You will build positive relationships with the freelance writers and producers who lead our work, and also be a key point of contact for the partners we work with to produce the work. You will manage these relationships on a day-to-day basis.</p> <p>The post reports to the Senior Programme Manager (Young People and Communities) who oversees this area of work. The job will involve the post holder working with staff across the organisation as well as freelance staff delivering our programmes across the region.</p>

Responsibilities and Duties	
Responsibility	% time
1. Programme and artistic development	15%
2. Project management including events and budgeting	30%
3. Freelancer line management	15%
4. Marketing	15%
5. Delivery	10%
6. Impact, documentation and Evaluation	15%

Duties required from each responsibility

Responsibility #1 – Programme and artistic development

- In collaboration with the Senior Programme Manager (Young People and Communities), devise projects and programmes of activity that contribute to our values, goals and objectives
- Recruit, manage and/or work alongside artists to deliver our young people's and community programmes
- Ensure that our work with young people and communities is of the highest standards, that our human-centred, co-creative approach is upheld and that our Theory of Change underpins the work
- Develop relationships with delivery partners (e.g. schools, community groups) and approach new partners where required for designated programmes
- Listen to young people and feedback their ideas, interests and concerns, so that they inform the opportunities we offer across the programme, including consultation related to NWN's capital project
- Actively progress our commitment to Equality, Diversity and Inclusivity throughout our programmed work with young people and communities
- Contribute to artistic planning around our work with young people, communities and under-represented groups
- To manage the delivery of Arts Award where appropriate.

Responsibility #2 – Project management including budgeting

- Devise designated projects and initiatives in liaison with partners that fulfill our objectives
- Deliver the planning, scheduling and contracting of designated projects and initiatives with partner organisations
- Act as the first point of contact for participants on our programmes
- Support the Senior Programme Manager (Young People and Communities) and Executive Director (Programme and Impact) with fundraising, including research, drafting bids and donor liaison
- Organise and run events associated with our programmes of work
- Manage selected project budgets with support from the Senior Programme Manager (Young People and Communities).

Responsibility #3 – Freelancer line management

- Schedule and contract artists and other freelance staff to deliver programmes of work
- Manage freelance staff for designated programmes, acting as the main point of contact within NWN, communicating and meeting regularly throughout programmes
- Support the training of freelance staff, including coordination of facilitator development programmes.

Responsibility #4 – Marketing

- Contribute ideas for promoting our work in consultation with the Senior Managers for Marketing and Communications and Young People and Communities
- Continuously identify opportunities to promote the impact of our work by ensuring its well documented
- Support the Senior Manager to devise and deliver strategies for recruiting young people and communities to our work
- Commission designers to create marketing materials and publications relating to projects.

Responsibility #5 – Delivery

- Undertake and/or support Project Producers with day-to-day coordination of identified programmes of work
- Attend project sessions occasionally to ensure programme oversight
- Build relationships with participants and partners
- Support the Senior Programme Manager to ensure the quality of work across our young people and communities programme is consistent
- Use participant feedback to identify creative opportunities and ensure these are maximised
- In consultation with freelance staff, identify participant's talent/ambition/leadership potential and seek out opportunities for their development
- Support the people who engage with our work by responding to individual enquiries and signposting individuals to further opportunities for development
- Support freelance staff in workshop delivery where required, both in person and online (this will involve some Saturday and out of hours working)
- Act as NWN's Arts Award Advisor, deliver Arts Award and continuously identify opportunities to deliver it across our programme (you will receive training to fulfil this responsibility where required)
- Support the delivery of our events (eg. Durham Book Festival, Northern Writers' Awards, Writing Conferences) when required
- Undertake the role of Designated Safeguarding Officer at New Writing North (alongside others)
- Adhere to all provisions in our Safeguarding policy and support the Senior Programme Manager to ensure all freelance staff follow relevant policies.

Responsibility #6 – Impact, Documentation and Evaluation

- Undertake evaluation and collect appropriate data according to our audience development and evaluation strategies
- Create regular evaluation reports for the projects and programmes you are delivering and report to line manager
- Ensure records are kept and data is collected about our work including through Airtable and Living Archive
- Regularly review session records, respond to any issues, bring learning to the team and to inform planning
- Undertake interviews, focus groups, and reflective observations on projects when necessary
- Ensure all appropriate data required for the evaluation of programmes is collected (this may vary depending on the programme)
- Collect case studies which tell the story of individuals progressing through our programme.

Knowledge, experience and skills required to do job		
Area	Essential (required)	Desirable (optional)
Qualifications	A degree-level qualification or real-world experience to match that level of knowledge in our area of work	
Experience	<p>At least 2 years in role with a similar level of responsibility and requiring similar skills</p> <p>A specialism in work with young people and/or an understanding of community work in this area</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>Experience of building and maintaining partnerships</p> <p>Experience of working in or closely with schools</p>	<p>Experience of creatively leading work with young people and of generating and delivering work with young people in schools and the community</p> <p>Experience of monitoring programme budgets and reporting to funders</p> <p>Experience of evaluation, measuring impact of programme and progression of participants</p>
Skills or knowledge	<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>Effective communication skills</p> <p>Ability to self-motivate</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>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>Technical ability and confidence with Microsoft Office, databases, social media apps and other communication tools.</p>	
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> <p>A full clean driving licence, access to a car and willingness to drive for business purposes .</p>	