

**Coventry City of Culture Trust**  
**Programme Manager – Culture and the Environment**  
**Report to Creative Director**

**Role:** Programme Manager – Culture and Environment  
Report to Creative Director

**Salary :** Up to £45k gross pa dependent on experience

**Context**

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an amazing build-up programme, an ambitious UK City of Culture year in 2021 and legacy.

We are a youthful, diverse, modern city which is re-imagining the role culture can play in bringing people together.

Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to a series of step changes including:

- Welcoming 2.5m additional visitors for 2021
- Making long-lasting, tangible social change in Coventry
- Enabling 80% of the city's residents to experience at least three events
- Increasing audience attendance from BAME communities by 20%
- Activating more than 16,000 volunteers and participants
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

**Job Description**

Develop wild, green and environmental creative projects working across the natural and built landscapes of the city and county and exploring green futures as the region builds towards national park region status. Building strong national and international partnerships.

You will develop strong working relationships with our key partners locally, regionally and nationally, including Heritage Lottery Fund, Canal & River Trust, National Trust, Wildlife Trust, Forestry Commission. You will also be working with partners across our green and sustainable futures, including the universities, business sector and leaders to address climate change.

**The Role**

- To take the lead on initiating and overseeing a range of creative projects and initiatives being delivered across the city working with a range of communities, actively promoting engagement, volunteering and local leadership
- To work with the Creative Director and Senior Producers to commission and work with artists and the cultural sector on a range of strategic engagement initiatives and exemplary artistic projects of varying scales
- To develop a national/international programme of events/conferences and discussions



- To foster and build local, regional, national and international collaborative partnerships across different sectors
- To design and deliver a long-term vision with key outputs in 2021 in partnership with the City Council, the Trust and other local partners
- To work closely with a range of major sector partners to promote activities that are designed and driven by local people working closely with artists
- To ensure that health and wellbeing of partners and participants are always a key consideration of how the work is planned and developed
- To ensure that our many cultural communities, new and existing, of all genders, ages and abilities, can participate
- To develop programmes that deliver against city and regional policy and may influence future policy making
- To consult with additional internal and external stakeholders, including local authorities, national Arts Councils and other regional and national delivery partners

### **Management**

- Ensure the effective planning, delivery and management of an inspiring and transformational programme
- Collaborate with the producing team to ensure your work has wider influence across the programme, achieving the Trust's audience development goals
- Manage all related funding, contract and financial accountability
- Manage provision of high-level reporting and evaluation as required
- Liaise closely with a variety of stakeholders and agencies to secure and manage longer-term development
- Work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required
- Ensure that the programme aligns with the Trust's guiding principles, the city narrative, programme and partners
- Collaborate with the Creative Director to provide support and content for the Fundraising/Development, Marketing/Communications and Monitoring/Evaluation departments

### **Personal Specification**

- Be an experienced project manager, working independently and as part of a small team
- Ability to work strategically to help deliver the city's narrative, ensuring that projects are outcome focussed and tell the story of our international, youthful, revolutionary and pioneering city

- Experience of commissioning work with artists and the cultural sector that respond to a brief and is outcome driven
- Experience of building and maintaining relationships with a wide range of stakeholders, locally, nationally and internationally
- Excellent organisational and time-management skills and the ability to prioritise a diverse workload
- Experiencing of managing, and reporting on, budgets
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or be willing to move to within, commuting distance of Coventry

### **General**

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates.

Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in our training and development activity, and to contributing time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

### **Process**

Please submit up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post with reference to the personal specifications.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly on the basis of written submissions, please include with your submission a copy of the completed equal opportunities monitoring form (downloadable from [www.coventry2021.co.uk/jobs](http://www.coventry2021.co.uk/jobs)).

Applications should be sent to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk) or

Laura McMillan  
 Director of Operations and Legacy  
 Coventry City of Culture Trust  
 121 – 124 Far Gosford Street  
 Coventry  
 CV1 5EA

### **Timetable**

Advertised – Thursday 10 January

Applications close – Monday 11 February 2019

Interview date – Tuesday 5 March 2019

**Salary – Up to £45k gross pa dependent on experience**

## **Terms and conditions**

- This is a fixed term post until March 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off In Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday is 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is three months
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit [www.covculture.com](http://www.covculture.com) and for more information about Coventry UK City of Culture 2021 visit [www.coventry2021.co.uk](http://www.coventry2021.co.uk)