

Coventry City of Culture Trust
Programme Manager – Young People and Youthfulness
Report to Creative Director

Role: Programme Manager
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, 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 has a history of activism, triumphing against adversity and coming together with a fierce but quiet pride.

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

During the bidding period, the Trust committed to a series of step changes including;

- 2.5m additional visitors for 2021
- 100 new businesses regularly supporting the arts
- 80% of the population experiencing at least three events
- 20% increase in BAME audiences
- Target of over 16,000 active volunteers and participants

Job Description

Youthfulness: Develop leadership and engagement with young people across the city, enabling decision making, youth led events and promoting a strong legacy for young people in the city. In addition, exploring youthfulness across the city across all communities. Building strong national and international partnerships.

Main Responsibilities

- 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 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 and the final outputs are always a key consideration of how the work is planned and developed
- To ensure that our many cultural communities, new and existing, and of all genders, ages and abilities, are able to participate
- To develop programmes that deliver against city and regional policy and may influence future policy making
- Additional internal and external stakeholders, including local authorities, national Arts Councils, other regional and national delivery partners also need to be consulted to inform legacy development and delivery of a national promotional campaigns

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
- Provide the main point of contact to all artists, communities and stakeholders
- Manage all 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

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 in commissioning work with artists and the cultural sector that respond to a brief and is outcome driven
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- Experience of building and maintaining relationships with a wide range of stakeholders. Ideally locally, nationally and internationally

- Excellent organisational and time-management skills and the ability to prioritise a diverse workload
- Experiencing of managing, and report 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

Process

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

Applications should be sent to 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 2019

Applications close – Monday 11 February 2019

Interview date – Friday 1 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 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 and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk