

WOLVERHAMPTON
CITY OF
YOUTH
CULTURE

Programme Manager

INFORMATION PACK

www.newhamptonarts.co.uk

Newhampton Arts Centre, Dunkley Street, Wolverhampton WV1 4AN

JOB PURPOSE AND ROLE:

To manage the successful delivery of the three-year programme *Wolverhampton: City of Youth Culture*.

Responsible to:

Chief Executive, Newhampton Arts Centre

Hours of work:

37 hours per week. Some evening and weekend work will be required.

Salary:

£30,000 per annum



PRINCIPLE DUTIES

- To ensure that the programme meets its targets as set out in the funding bid to Arts Council England (ACE) including financial and monitoring outputs.
- To ensure that all monitoring and reporting information, including financial, is submitted to ACE on time and complete
- Ensure that the requirements of other programme funders are complied with and the necessary monitoring data and other information is supplied
- To liaise with the partner organisations to ensure that their workstreams are proceeding on time and on budget
- To gather the necessary monitoring and reporting information from the partners on their workstreams.
- To prepare regular reports on the progress of the programme for the board of Newhampton Arts Centre.
- To manage the Visual Art Trail Producer and support them in the successful delivery of this workstream
- To liaise with Wolverhampton City Council on site locations and any other aspects of the Visual Arts Trail as required
- To ensure that all Risk Assessments for events and other aspects of compliance and Health and Safety procedures are adhered to.
- Ensure that the project evaluators from the University of Wolverhampton have the required access to project participants and partners to carry out their work.
- Explore other opportunities and partnerships to add value to the programme and give young people in the city additional opportunities to take part in culture.
- To carry out any further relevant duties as required by the CEO and Board of NAC.



PERSON SPECIFICATION

Essential	Desirable	Demonstrated by
Programme management	Experience of previous Arts Council England funded programmes	Application form, Interview, references.
Budget management	Experience of Arts Council England financial reporting through Grantium	Application form, Interview, references
Good communication skills	Experience of working within a partnership of organisations	Interview, references.
Good communication skills inc. in writing	Experience of working with marketing and communications	interview, references,
Understanding of safeguarding for children and young people	Knowledge of cultural sector in the West Midlands.	Interview, references.
Able to work alone and on own initiative		
Commitment to equal opportunities	Interest in working in community/arts areas.	Interview, references.
Competency in key IT platforms such as Outlook and Excel.		References

BACKGROUND

In August 2023 a partnership of organisations led by Newhampton Arts Centre was awarded £846,940 from Arts Council England for a three-year programme of work, Wolverhampton: City of Youth Culture. Partnership funding brings the total value of the programme to £996,000.

Wolverhampton City of Youth Culture is a three-year programme that aims to make a transformation in the level of cultural opportunity available to young people in the city, as part of a long-term city-wide goal of improving their life chances.

The partnership of six cultural organisations have each contributed a workstream that collectively constitutes the programme.

Wolverhampton Music Service

The Big Sing and Secondary School Orchestral Concert – two annual music events for every primary and secondary school pupil in the city.

Wolverhampton Cultural Education Partnership

Same Difference: An annual youth arts festival taking place in West Park each August.

Learn/Play Foundation

Annual programme of workshops, talks and events in schools to inspire young people to consider careers in the creative sector.



BACKGROUND

Gazebo TIE

Two annual ten-week programmes offering young people training and experience in a range of creative industries.

Wolverhampton Visual Arts Trail

This project will see the development of a visual street art trail mixing physical and virtual installations, created by artists working with groups of young people. The project has its own Project Manager who will be managed by the WCOYC Programme Manager. Though Wolverhampton City Council are not a fully active partner, their match funds are for this workstream in particular.

Wolverhampton University Institute for Community Research and Development

The ICRD have developed a research and evaluation methodology to assess the impact of the programme.

Newhampton Arts Centre

As lead organisation NAC is responsible for the funding contract with ACE and the successful delivery of the programme as whole. The Programme Manager of WCOYC is an employee of NAC and reports to the Chief Executive.



BACKGROUND - USEFUL LINKS

<https://www.newhamptonarts.co.uk/>

<https://wolverhamptonmusicervice.org.uk/>

<https://www.wolverhamptoncep.org/>

<https://learnplayfoundation.com/>

<https://www.facebook.com/Gazebotheatre>

<https://www.wlv.ac.uk/research/research-centres/icrd/>

GET IN
TOUCH

TO APPLY

Please obtain and complete the Job Application Form either from the NAC website or by emailing admin@newhamptonarts.co.uk and return to admin@newhamptonarts.co.uk by the closing date of **5:00pm on Thursday 9 November**.

Shortlisted candidates will then be called to an interview and short practical assessment on **Thursday 16 November**. Please ensure you are free for this date if you apply. Further details will be given to shortlisted candidates.

For an informal discussion of this post please Newhampton Arts Centre CEO Trevelyan Wright on trevelyan@newhamptonarts.co.uk with a number for him to call back.

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