

Programme Manager Job Description and How to Apply



ActionSpace is committed to creating an accessible and inclusive working environment that reflects our vision and values. We therefore welcome applications from as wide a range of backgrounds as possible.

ActionSpace is London's leading development agency for artists with learning disabilities. We are an exceptional visual arts organisation with big ambitions for both the organisation and the artists we work with. We support, advocate and promote diversity within the contemporary visual arts sector.

Our Mission is to enable artists with learning disabilities to have professional careers in the arts and in doing so to challenge existing preconceptions and barriers faced by people with learning disabilities.

We achieve this through:

- Promoting and showcasing the work of artists with learning disabilities
- Working with artists to develop and implement bespoke individual CPD plans
- Using our extensive networks within the cultural sector to access the same creative and professional development opportunities as their peers
- Working in partnership and collaboration with other organisations, sharing our skills and expertise and playing a leadership role in developing inclusion agendas

Our vision is for artists with learning disabilities to be at the centre of the visual arts sector. We are working to challenge prejudice and make the arts sector truly inclusive and diverse by celebrating the work of learning disabled artists and creating opportunities for learning disabled people to engage with the visual arts as audiences and participants.

The Role

We are seeking an experienced visual arts programmer to join us as Programme Manager. This is a key role and will form part of a new senior team within the organisation, responsible for oversight and delivery of our supported studio programme and partnership work.

You will be responsible for managing all aspects of our creative programmes and support Sheryll Catto and Barbara van Heel, our Co- Directors, in the overall development and growth of ActionSpace. You will therefore have a key role in helping shape our artistic vision as we move out of Covid 19 and implement our ambitious 5-year strategic development and business plans.

As Programme Manager you will be expected to:

- Work closely with the Co-Directors to develop the creative programme in accordance with the vision and aims of ActionSpace.
- Manage ActionSpace's creative programme; ensuring that, across the delivery team, there is a clear understanding of the aims and objectives of each project. You will expect continued high standards of delivery and ensure that the programme remains responsive to the needs of the artists and other participants.
- Manage the artists facilitators; maintain good communications and nurture collaborative working practices that reflect and enhance organisational goals.
- Manage recruitment and participation of artists and participants for the studio projects and other projects, events and activities, ensuring full access and inclusion.
- Develop and manage the Volunteer Programme.

Your key responsibilities will be:

- To work with the staff team, associate artists, freelance artist facilitators and partners to deliver projects, events, exhibitions and other activities to a high standard, ensuring full accessibility and inclusion for everyone who wants to take part.
- To develop and maintain positive and productive relationships with a range of existing and new partners across the sector such as artists, art organisations, funders and stakeholders.
- To be ambitious for ActionSpace and our artists and communicate our vision effectively internally and externally to a wide range of stakeholders.
- To carry out on-going consultation with our stakeholders in order to ensure our programme continues to be dynamic, innovative, relevant and meets the needs of learning disabled artists.
- To ensure that projects are managed effectively and in line with agreed targets and available resources including undertaking robust budget management.
- To be proactive and confident in seeking out opportunities for growth and contribute to our business planning.
- To work in partnership with members of the ActionSpace Senior Team to increase our visibility and profile.
- To ensure that information, case studies and models of practice are captured and disseminated.
- To provide briefings to the staff team, freelancers and partners about the various projects, events, exhibitions and other initiatives being delivered.

- To work closely with the Co-Directors to produce regular reports for funders, stakeholders and the Board.
- To be involved in any relevant Board planning meetings and working parties.
- To work closely with the Co-Directors, the artist facilitators and the staff team to ensure that monitoring and evaluation data requirements are met in relation to our funders and other stakeholders.
- To undertake the line management of any staff and/or freelance posts supporting and/or delivering the programme of work, in line with our employment policies.
- At all times carry out duties and responsibilities with regards to ActionSpace health and safety and safeguarding policies.
- To be flexible and adaptable whilst undertaking this role and delivering on the Mission, Vision and Values of ActionSpace.

Contract Details

This is a permanent contract, subject to a six-month probationary period.

Due to the nature of this post, the post holder is required to have an Enhanced Disclosure and Barring Service (DBS) check. This can be undertaken for the successful applicant if necessary.

Salary : £30,000 - £35,000 (pro rata)

Hours : 4 days / 32 hours per week

Location : The Programme Manager will be based in ActionSpace's head office in Holborn, which is also the location of our North London studio. There will be some travel required to our studios in South and North West London and to venues for projects, exhibitions and events. Any travel costs outside Greater London will be covered by ActionSpace by prior agreement.

Reports to: Co-Directors

Line Management and Oversight Responsibilities: Pastoral Care Co-Ordinator, freelance Artist Facilitators, Volunteers.

How To Apply:

Our Application Form should be completed and submitted by the deadline to recruitment@actionspace.org CV's may be attached.

The Application can be downloaded from here
<https://actionspace.org/about-us/work-for-us/>

The deadline for receipt of applications is: **10am Monday 15th November 2021**

Interviews will be held via ZOOM on: **Tuesday 23rd November 2021**

In person second interviews will be arranged with the successful applicants during the following week.

Should you require information on the role on an alternative format, please contact the office on recruitment@actionspace.org

Should you wish to discuss the role prior to making an application please contact the Co-Director, Sheryll Catto on sheryll@actionspace.org

Thank you for your interest and we look forward to hearing from you.

Programme Manager - Person Specification		
	Criteria	Essential/Desirable
Education and Experience	Educated to a degree level or equivalent	D
	Experience of working at a senior level in a visual arts and or cultural organisation	E
	Experience of managing staff and/or freelancers	E
	Experience of financial management and budgeting	E
	Experience of fundraising	D
Skills / Abilities	An understanding of the lives of artists who have learning disabilities including the social and political context within which they make their work	D
	A knowledge of UK the visual arts sector and the role of inclusive practice within it	E
	A strategic thinker with an understanding of how programme activity relates to overall aims and objectives of an organisation	E
	Excellent project management skills including budgeting	E
	Ability to manage a demanding workload and be responsive to changing priorities	E
	Ability to support and lead a small team, including associates and freelancers	E
	Ability to work collaboratively and be an effective and proactive team player	E
	Excellent writing and communication skills	E
	Knowledge of safeguarding and other relevant policies required when working with people with learning disabilities	D
Additional Requirements	Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given)	E