**Programme Manager – Children & Young People, September 2024**

**Job Title:**  Programme Manager – Children & Young People

**Job Terms:**  Permanent (after 6-months probationary period)

**Responsible to:**  Chief Executive

**Responsible for:** Programme & Marketing Assistant, contracted creative practitioners

**Hours:**  3 days per week (hours are flexible and will include some Saturdays – time off in lieu will be given)

**Office Base:**  Birmingham, UK (this role is office based)

**Salary:**  £30K-£32K (pro rata £18K-£19.2K for 3 days pw), depending on experience.

**Start Date:**  October/November 2024 (ideally, exact date by negotiation).

**Deadline:** Thursday 19th September 2024, 12:00 BST

**Interview date:**  Monday 30th September 2024 (in person in Birmingham)

**Context:**

Writing West Midlands is the literature development agency for the West Midlands region of the UK. We support the writing industry regionally and nationally by offering training and development opportunities for writers, by encouraging children and young people to engage with creative writing and by running public literature events.

We run the Birmingham Literature Festival, the Room 204 Writer Development Scheme, the National Writers’ Conference, and our Spark Young Writers programme for children and young people, as well as additional events and activities. Writing West Midlands is an Arts Council England National Portfolio Organisation and part of a national network of literature development agencies.

We have an office base in Birmingham but work across the Government region of the West Midlands. Our working hours are 7.5 hrs per day (including a 30-minute lunch break), Monday to Thursday, within the times 08:00 – 18:00, with some work undertaken on evenings, weekends, and bank holidays, for which Time off in Lieu may be taken. Writing West Midlands’ office is closed on Fridays.

**Purpose of the Post:**

Writing West Midlands is seeking a Programme Manager – Children & Young People to lead and deliver on all our work with children and young people, including our year-round Spark Young Writers Groups, our annual Careers in Writing Day and the Birmingham Young Poet Laureate scheme, along with related activity.

The role will be permanent, with an initial 6-month probationary period.

The role will include the following elements:

 **Key Element**

* Planning, budgeting and management of our programme of work for children and young people.

**Spark Young Writers Groups**
* Recruiting, induction & training and management of Lead Writers and Assistant Writers (currently 24 Groups)
* Securing partnerships and ongoing liaison with venues (currently 21 venues and 3 online)
* Managing our online booking system (Member Meister).
* Day-to-day management of our Spark Young Writers Groups, including liaising with the Parents/Carers of participating children, working with our Programmes & Marketing Assistant.
* Working with WWM staff to provide weekend ‘duty officer’ cover for our Spark Young Writers Groups programme

**Other Children & Young People work**

* Programming and managing our Careers in Writing Day (with support from other staff).
* Managing our bi-annual online Spark Young Writers Magazine (working with a contracted Editor).
* Supporting our Chief Executive in management of our Birmingham Young Poet Laureate programme.
* Working with our Sales & Marketing Officer to maintain our Spark Young Writers website and related digital platforms.

**General Work**
* Working with our Chief Executive/Child Protection Officer on updating and implementing our Child Protection Policies.
* Working with our Sales & Marketing Officer and our Programmes & Marketing Assistant on publicity, marketing and recruitment for our events and activities for children and young people.
* Working with our Finance Manager to manage receipts and payments for our events and activities for children and young people.
* With our Sales & Marketing Officer, line-manage our Programmes & Marketing Assistant.
* Any other tasks which may reasonably be expected, including assisting with management and delivery of the Birmingham Literature Festival and other events and activities

# **Person Specification**:

This role would suit someone looking to develop their career in arts activity management with children and young people. We anticipate that the successful candidate will have experience of project management, working with children and young people and working with creative practitioners.

As part of our commitment to ensure that the diversity of our staff body reflects that of the communities we serve, we particularly welcome applications from candidates of Black, Asian, or Global Majority heritage, candidates who are Disabled (including people who may not define themselves as disabled, but nevertheless encounter challenges) and candidates from socio-economic groups that have typically been marginalised.

The successful candidate will be a reliable and organised individual. They will have an interest in arts and culture and in developing opportunities for children and young people. They will have the ability to balance priorities and manage their own workload. They will work well with other staff, including managing staff and working with freelance creative practitioners. They will show attention to detail, be able to work accurately under pressure using their own initiative and be confident and proactive.

# **Desired/Essential Qualities and Attributes in More Detail:**

Knowledge:

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Knowledge of Microsoft Office, including Excel, Word, etc.  | Y |  |
| Knowledge of web-editing  | Y |  |
| Knowledge of data collection and database management | Y |  |
| Knowledge of child protection principles |  | Y |
| Knowledge of the arts scene for children & young people | Y |  |
| Knowledge of the arts scene in the West Midlands |  | Y |
| Knowledge of contemporary writers/creative practitioners |  | Y |

Work Skills:

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Ability to plan, budget and manage a creative programme | Y |  |
| Ability to manage own workload and time | Y |  |
| Ability to manage staff & work collaboratively | Y |  |
| Ability to recruit and manage creative practitioners | Y |  |
| Ability to manage relationships with a range of partners  |  | Y |
| Ability to generate interest in events and activities verbally and through copywriting | Y |  |
| Project and event management skills | Y |  |
| Online booking system management skills | Y |  |
| Good problem-solving skills | Y |  |
| Basic design and web-editing skills | Y |  |

General Skills / Attributes:

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Excellent written and verbal communication skills | Y |  |
| Ability to manage partner and contractors  | Y |  |
| Confident at working in a public-facing role | Y |  |
| Confident at working with IT systems | Y |  |
| Attention to Detail | Y |  |
| Ability to work alone and as part of a team | Y |  |

Education:

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| GCSE Level | Y |  |
| A level | Y |  |
| Degree or Equivalent |  | Y |

**How to Apply:**

Please complete an application form and supply a CV via this link [to be created]

Deadline for applications is **Thursday 19th September, 12:00 BST**

Shortlisted applicants will be contacted by **Wednesday 25th September 2024** by email.

Interviews will be held on **Monday 30th September 2024 (in person in Birmingham only)**

Writing West Midlands regrets that in the event of a large volume of applications we may not be able to contact non-shortlisted applicants or offer individual feedback.