

Programme Manager
Full time, permanent position
Salary: £27,358 - £31,600

Hours: Full-time (37.5 hours per week)
Location: Sampad offices, Midlands Arts Centre



Closing Date for Applications: Monday 12 November, 12 Noon
Interviews: Tuesday 20 November 2018

Purpose of position

An important role in this small team, you will be responsible for planning and managing our arts, heritage and learning programmes and developing and maintaining partnerships key to Sampad's future success.

We are seeking a **passionate and experienced individual** to join our team! You will be a proactive self-starter, eager to play key part in our ambitious plans for the next four years, which include celebrating the 30th Anniversary of Sampad in 2020. We are looking for someone who has an understanding of working within the context of diverse arts but knowledge of South Asian arts is not necessary – we've got it covered!

We welcome applications from all ethnicities and backgrounds.

KEY ACCOUNTABILITIES

- To contribute, as a member of the management team, to the overall development, planning and operation of **Sampad**
- In particular to develop, plan and manage the artistic & heritage programmes
- To oversee the strategic development of Learning/Education partnerships
- To deputise for the Director in these areas as appropriate

SPECIFIC DUTIES

◆ Policy, strategy and planning

- to determine, with the Management Team, a viable programme for each year and advise the Board accordingly
- to attend Board meetings and appropriate sub-committees and prepare reports and papers as required
- to input into policies, strategies and long-term plans for approval by the Board and in particular prepare elements of those plans relating to artistic projects, education and outreach work, and resources for them

◆ Devising and planning the artistic & heritage programme

- to work with the Director & Strategic Projects Director, and other partners as appropriate, to plan new major, national and international projects

- to work with the arts & heritage co-ordinators to devise and plan the development of projects and programmes
- to plan programmes that offer opportunities for performances and training for established and emerging South Asian arts & heritage practitioners
- to ensure that the annual programme is of high quality, contributes towards **Sampad's** objectives, is balanced in terms of artform and communities served, and is viable within achievable resources

◆ Programme management

- to work with the Senior Management Team in producing, national and international projects and programmes
- to produce project delivery plans including budgets and time frames
- to line manage staff and freelancers to ensure they achieve targets
- to recruit and oversee artists and other freelance personnel to produce, direct or manage specific projects
- to assist in targeting of projects, negotiating with partners, venues and funders
- to ensure that all projects and programmes are documented and evaluated

◆ Partnerships

- to help sustain **Sampad's** position within a number of regional, national and international partnerships,
- to create and sustain partnerships with organisations that can offer expertise that complements that of **Sampad** on programmes and projects
- to build networks and productive relationships with artists, venues, promoters, producers, community groups, and organisations to achieve programming objectives
- to represent **Sampad** to (and if appropriate on) external organisations, agencies and committees

◆ Marketing and fundraising

- to ensure the financial viability of specific projects and programmes by assisting with the identification of funding opportunities, working closely with the Fundraising Officer and where appropriate preparation of fundraising applications
- Working closely with the marketing team on marketing & audience development initiatives and advising as required on content and demographics
- In conjunction with the marketing team, closely monitoring sales for performances & events against targets and advising to any campaign adjustments as required

◆ **Other**

- Working with the Strategic Projects Director and Finance & Management Administrator to ensure that all information is correctly processed and that project budgets & reporting are accurate and up to date
- Ensure that any licensing or regulatory conditions relating to the programme are completed and in place on time and accurately e.g. PRS/PPL returns, UKBA sponsor applications, FEU exemption certificates, DBS completions
- to further the implementation of **Sampad**'s equal opportunities policy
- to ensure that your own personal development is maintained in terms of artistic knowledge, managerial and specialist abilities and education
- Contributing to an enthusiastic, positive work climate within the company and being a champion of the company's mission, vision and values
- Any other duties as required commensurate with the level and role of the job

Responsible to: **The Director**

Responsible for: **All arts and project staff, contracted freelance project personnel and consultants.**

PERSON SPECIFICATION

| Sampad South Asian Arts | Job Title: Programme Manager | |
|--------------------------------|--|---|
| CRITERIA | ESSENTIAL | DESIRABLE |
| 1. Experience | <p>A minimum of 3 years' experience in planning and managing arts projects & events</p> <p>Experience of working with artists and/or arts producers/promoters</p> <p>Experience of managing people and projects</p> <p>Experience of working with budgets</p> | <p>Experience of delivering large scale projects</p> <p>Experience of heritage projects</p> <p>Experience of developing arts education programmes</p> <p>Experience of building partnerships across a range of sectors and communities</p> <p>Experience of the arts & heritage funding systems</p> |
| 2. Qualifications | Educated to Degree level or appropriate professional qualification or work experience | |
| 3. Special skills/aptitudes | <p>A sound understanding of the social context, issues and practicalities of advocating and planning the development of South Asian/Diverse arts & heritage in Britain</p> <p>Knowledge of the role of the arts & heritage in learning/education</p> <p>The ability to work as a member of a small team</p> <p>The ability to lead, motivate, manage and develop staff</p> <p>Excellent communication and organisational skills</p> <p>Excellent IT and computer skills</p> <p>Ability to prioritise to meet deadlines</p> <p>Ability to work independently and on own initiative</p> <p>Willingness to take ownership of and resolve issues</p> | <p>Knowledge of South Asian arts</p> <p>Understanding of health and safety legislation</p> |

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| | Multi-tasking skills | |
| 4. Personal qualities | Determination to succeed and develop Passionate interest in South Asian arts Proactive, helpful and positive approach to work Sense of humour | |

Application Process:

Please complete and return a Sampad Application Form by Monday 12th November, 12 Noon. Please note that CVs will only be accepted as additional information to the application form. Interviews will be held on Tuesday 20th November at Midlands Arts Centre, Birmingham.

For informal enquiries about the role please contact Sabra Khan 0121 446 3260 or email Sabra@sampad.org.uk

TERMS OF EMPLOYMENT:**Programme Manager****Hours:**

The standard working week for full-time posts is 37.5 hours. However, the nature of the work means that all staff need to approach their jobs with considerable flexibility in terms of both the times **(evening and weekend work will be necessary)** and total hours worked.

No provision is made for payment to full-time staff of overtime for extra hours. Staff are required to organise their work so as to be able to take TOIL (time off in lieu) within a reasonable period after incurring the entitlement (usually one month).

The office is normally open from 9.30am to 5.30 pm Monday to Friday.

Leave:

Annual leave entitlement comprises statutory bank holidays (usually 8 days); 4 additional (which were previously additional local authority bank holidays) and 20 working days. The annual entitlement rises by 5 working days after 5 years service.

Salary scale and pay:

£27,358 - £31,600

It is normal policy to appoint at the bottom point on the scale unless there are exceptional reasons to offer a higher starting point.

Pension arrangements:

Employees may subscribe (minimum 3% of salary) to an auto-enrolment pension scheme. **Sampad** makes a maximum contribution of 3% to the scheme.

Probation and notice:

The post is subject to a six-month probationary period and 2 months notice.