



# JD

## **Job title.**

Programme Manager: Birmingham Art School/Birmingham Creates

## **Job role and purpose**

To manage the day-to-day development and implementation of the Birmingham Arts School programme and support the effective running of the Birmingham Creates LCEP. The Programme Manager will offer strategic support to the recently appointed Principal to help establish the Birmingham Art School and Birmingham Creates vision of ensuring every child in the city has access to an exemplary cultural education.

## **Reports to**

Principal of the Birmingham Art School

## **Key responsibilities.**

- Develop and manage effective programme management systems and processes
- Lead on the development and commissioning of a digital application to promote the opportunities for schools from the city's cultural sector
- To produce marketing materials that support and promote the programme opportunities
- To co-develop and run effective and coherent communications activities promoting opportunities and profiling outcomes e.g. gathering evidence of impact, identifying case studies of good practices
- To be the first point of contact for enquiries for the Birmingham Arts School; providing bespoke advice and taking follow up actions
- Coordinate the specialist art form teacher networks, training activities and events
- Liaising and building strong professional relationships with a range of external stakeholders including leaders in education and cultural sector
- To be an advocate for, and support Birmingham Creates
- To contribute to fundraising and income generation strategies and the development of proposals for support
- To contribute to evaluation and monitoring and preparing reports as directed
- To contribute to the building of connections with other city agencies and organisations that can add value to young people's opportunities

## **Other duties.**

To communicate effectively utilising different vehicles i.e. letter, email, phone or face to face, with all parties including external agents and/or partners, colleagues and associates at all times.



The post holder may be required to lead or support other projects as required by the organisation.

To undertake any other duty as required by the organisation, commensurate with pay grade, skills and experience.

To work with BEP colleagues to:

- Develop a shared knowledge of BEP projects and products, and create opportunities for mutually beneficial linkages between them.
- Provide mutual support to the development, marketing and delivery of all BEP projects and projects.

## **Person Specification**

### **Experience**

- Evidence of successfully managing and delivering projects within an education and arts context
- Ability to show resilience when dealing with change and ambiguity
- Building and managing effective relationships with external stakeholders across the education and Arts Industry

### **Key Skills & Knowledge**

- Educated to degree level or equivalent
- Excellent IT skills including all Microsoft applications (Excel, Powerpoint, Word, Teams, publisher)
- Enthusiasm for, and an understanding of the role of Arts within the educational system
- Ability to create and implement project evaluation tools
- Experience of financial management systems, income generation and fundraising

### **Behaviours**

Linked to our Behavioural Framework with specific focus on:

- Leading by example
- Takes ownership
- Working collaboratively
- Delivering successful outcomes
- Developing self and others
- Effective communication
- Managing resources and risk
- Evaluating options and problem solving
- Championing change



**Note:**

The organisation reserves the right to make reasonable changes to this job description in consultation with the employee.